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San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, September 3, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
   (This item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of reports on: an exhibits and programs update, a report on the Library's online reservation system, a report on the Golden Gate Valley Branch closure, a report on The Grapes of Wrath program, and a KRON-Channel 3 video clip on databases.

2. RECORDS RETENTION POLICY — ACTION
   Presentation, discussion, and possible action to revise the Library's Records Retention Policy to bring it up to date.
   (Explanatory documents; Records Retention Policy & draft revised Records Retention Policy

3. APPROVAL OF THE MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of August 6, 2002.
   Explanatory document: draft Minutes

4. FRIENDS AND FOUNDATION REPORT — DISCUSSION
   (This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

5. LABOR UNION REPORT
   (This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. NEW BUSINESS
   (This item is to allow Commissioners to introduce new agenda items for consideration.)

7. PUBLIC COMMENT
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. ADJOURNMENT (requires motion and public comment) — ACTION

8/27/02 - M.Housh, Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

Records Retention and Management Policy **Policy #401**
Section: Administration
Adopted: 5/98
Revised

LIBRARY PROCEDURE

RECORD RETENTION, DISPOSITION AND DESTRUCTION

Notwithstanding the provisions of any ordinance or resolution relating to the retention and destruction of records[1] under its control, the City Librarian of the San Francisco Public Library ("SFPL") is empowered to prepare and effect, after approval by the Library Commission, a systematic schedule (the "Schedule") for the retention or destruction of records maintained or in the possession of the SFPL.

The Library's Records Management Program is intended to provide a system for managing the selection and preservation of the essential records of the Library, to secure the safe storage of those records and to identify and destroy nonessential or obsolete records.

A. PURPOSE

To establish procedures for a Library-wide record retention, disposition and destruction system, and guidelines for adjustments applicable to individual divisions and branches within the framework of general library procedures.

B. DISCUSSION

The Library (as of 1998) is composed of 47 divisions and 29 branches each subdivided into different sections by disciplines or functions (individually, "Responsibility Center" or "RC"). Because of the wide range of activities, the SFPL generates a large number of records such as paper and computer files, policies, documents, books, maps and correspondence. Procedures for a Library-wide system and guidelines for individual divisions and branches to follow are an important means of ensuring efficiency, retention of valuable information, and space saving.

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[1] Attached as Appendix B/C is a compendium of state and local laws and rules relating to document retention and destruction. To the extent inconsistent with this policy, federal, state and local rules and laws pertaining to document retention and destruction shall supersede this policy.

The Library has delegated the responsibility for developing the division's records retention schedule to each of the Library's branches and divisions. Each branch and division shall also be responsible for implementing and auditing this Schedule.

The compilation of the schedules submitted by the Library's various branches and divisions comprises the Library's official Records Retention, Disposition and Destruction Schedule.

C. POLICY FOR ESTABLISHING RETENTION PERIODS

The Library's policy is to retain records for the period of their immediate or current use unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth herein.

Current and active records are kept as long as they are actively used, are pertinent or in effect, and have not been superseded by receipt of more up-to-date material.

Inactive records may be kept for a period of time either in the office space or in any Library's off-site storage facility if the law requires such retention, or if a future need is foreseen, or if they are needed for reference purposes. (Period must be determined by RC)

Records of continuing value (permanent, essential or historical) are scheduled for retention and preservation.[2]

All other records, including damaged, nonessential, obsolete or useless records, or records that are of no further business use, may be scheduled for disposal or destruction.

The wide range of current and inactive records requires a flexible approach to document retention and disposition. In general, the division's records are retained and disposed of under one of the following three categories:

1. Five-year Retention Before Destruction

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[2] Federal Government documents in this category are kept by but do not belong to the Library. The retention and preservation of these documents are dictated by federal guidelines. City government documents belong to the Library and are handled in the same manner as Federal Government documents.

This should be reserved for office files involving significant or recurring issues, research files which may have a future use, and some Category 1.0 and Category 2.0 records .

2. Two-year Retention Before Destruction

Original records (not duplicate records or copies) should be retained for a minimum of two years.

3. Records Having No Legal Significance Which Need Not Be Retained and May Be Destroyed Upon Immediate End of Their Business Utility (at the discretion of originator or user or RC)

Retention of many of SFPL's records created in the course of business is not necessitated by any prescribed legal, audit or management requirement. Certain records may be useful for current purposes but are of little or no value to the Library by time they are ten days, six months or one year old. These records include documents and papers generated purely for the convenience of the person generating them and draft documents which have been superseded by subsequent versions.

No specific retention requirements or retention periods have been assigned to such documents. Instead, the originator, user or RC shall be responsible for determining when the document's business utility has ended.

- Examples of items which have no legal significance and which may be routinely destroyed after they have served their business purpose include:

- Phone message slips
- Calendars
- Daily diaries
- Notepads
- Personal files
- Chronological files
- Draft documents
- Personal notes of staff members which have been memorialized
- Letters and notes which require no follow-up.
- Other letters of inconsequential subject matter or which definitely close the cycle of correspondence and to which no further reference will be necessary

- Copies of interdivisional, interbranch or internal office correspondence where another copy of the same letter is on file
- Non-litigation files of staff no longer working in the office
- Duplicate copies of records or extra copies of documents kept only for reference. Computer or electronically stored word processing or data documents shall be considered duplicates; the hard copy of such documents shall be considered the record for the purpose of any retention requirement set forth herein. Such duplicates may be destroyed at the time.

4. Unlisted Unclassified records:

We recognize that records may be created after the adoption of this Schedule and prior to its being updated. Such records may not be listed under the categories contained in this schedule. The unlisted unclassified records may be destroyed at any time provided that they have been retained for the periods prescribed for records used for substantially similar purposes, and provided that retention of records pertaining to added services, functions and transactions which cannot be presently foreseen shall conform to the principles and policies cited here.

D. PROCEDURES

1. Record Categories

Records shall be organized into 5 major categories:

1.0 Card catalog (excluding on-line)
2.0 Collection
3.0 Administration
4.0 Project
5.0 Statistical Information

For a general description and retention period for each type of file, see APPENDIX A. Each Responsibility Center shall maintain files in categories applicable to its function. Additional Record Categories may be created to serve the specific needs of the Responsibility Center.

2. Maintenance and Training

Each division head or branch librarian shall personally (or designate a member of the Responsibility Center to) maintain and update its records. All employees of the Responsibility Center shall be trained (in a manner directed by the City Librarian) regarding the record systems, location of records and procedures governing retention, retrieval, disposition and destruction of records.

3. Storage and Space

Unless other instructions specific to certain records are provided:

a. Category 1.0 records shall be retained until superseded.

b. Category 2.0 records shall be handled under the SFPL Collection Management Policy. See Appendix B.

c. Categories 3.0 through 5.0 records should be placed in drawers. At the end of each calendar or fiscal year, all inactive files shall be packed in boxes, properly labeled, deemed "storage records" and stored in (designate area) so as to create space for new files. At the end of the retention period, inactive files in storage shall be discarded.

APPROVED AS TO FORM:

APPENDIX "A"

TYPES OF RECORDS

APPENDIX A

TYPES OF RECORDS

Title	Classification[3]	Description	Maintained By	Retention
1.0 Card catalog (excluding on-line	Inactive			
1.1 Card catalog				
1.1.1 Old cards	Permanent	Contents (in Brooks Hall)	Chief of Main	Permanently
1.1.2 Departmental	Current	In Departments and branches	DH[4] or BL[5]	Until superseded
1.1.3 On-line	Current	Software & hard copies	DH	Until superseded
1.2 Shelf Lists	Current	Contents in depts. & branches	DH or BL	Until superseded
1.3 Indexes	Current	Contents in depts. & branches	DH or BL	Until superseded
2.0 Collection				
2.1 Books	Current	In Departments and branches	DH or BL	See CMP[6]
2.2 Documents				
2.2.1 U.S.(Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
2.2.2 State (Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
2.2.3 CCSF (Historical)	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.2.4 Periodicals and Journals	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.3 Films (16 mm)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.4 Musical scores and manuscripts	Current/Storage	In Departments and branches	DH or BL	See CMP

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[3] Current, Storage (Inactive), Permanent, Essential/Historical or Nonessential Record

[4] Department Head

[5] Branch Librarian

[6] Collection Management Procedure: As required by current, storage, and essential record requirements. See Addendum D.

2.5	Photographs and paintings	Current/Storage	In Departments and branches	DH or BL	See CMP
2.6	Audiotapes	Current/Storage	In Departments and branches	DH or BL	See CMP
2.7	Videos	Current/Storage	In Departments and branches	DH or BL	See CMP
2.8	Compact Discs	Current/Storage	In Departments and branches	DH or BL	See CMP
2.9	Microfilms; microfiche; mircroforms	Current/Storage	In Departments and branches	DH or BL	See CMP
2.10	Vertical files (clippings, fliers, brochures)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.11	Archival files	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.12	CD Roms	Current	In Departments and branches	DH or BL	See CMP
2.13	On-line resources				
2.13.1	Databases	Current	In Department and Branches	DH or BL	Until superseded
2.13.2	Internet	Current	In Department and Branches	DH or BL	Until superseded
2.13.3	Digital images	Current	In Department and Branches	DH or BL	Until superseded
2.14	Computer records	Current	In Department and Branches	DH or BL	2 or 5 year
3.0	Administration				
3.1	Procedures				
3.1.1	Manuals	Current/Storage	In Department and Branches	Chief[7]	Until superseded
3.1.2	Memoranda	Current	In Department and Branches	DH or BL	Two-year
3.2	Policies and Directives				

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[7] chiefs of branches, Main or Technical. Services

3.2.1	Compiled	Current	In Office of Commission Sec.	Comm. Sec.	5-year
3.2.2	Superseded	Current/Storage	In Personnel or CL[6] Office	CL or DH	Until superseded
3.2.3	Administ.	Current	In Finance Office	CFO	As per controller
3.3	Budget				
3.4	Capital Improvements & Maintenance				
3.4.1	Files	Current	In Operations Division	DH	2 or 5 yr.
3.4.2	Reports	Current	In Operations Division	DH	2 or 5 yr.
3.4.3	Bluprnts	Current	In Operations Division	DH	2 or 5 yr.
3.4.4	Studies	Current	In Operations Division	DH	2 or 5 yr.
3.4.5	Memos	Current	In Operations Division	DH	2 yr.
3.5	Personnel				
3.5.1	Files	Current/Storage	In Personnel Office	DH	As per CCSF policy
3.5.2	Announcements	Current	In Personnel Office	DH	2 yr.
3.5.3	Training				
3.5.3.1	Manuals	Current/Storage	In Personnel Office	DH	Until superseded
3.5.3.2	Booklets	Current	In Personnel Office	DH	Until superseded
3.5.3.3	Files	Current	In Personnel Office	DH	2 yr.
3.5.3.4	Videos	Current	In Personnel Office	DH	2 or 5 yr.
3.5.3.5	Software	Current	In Personnel Office	DH	Until superseded

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[6] City Librarian

3.6	Correspondence				
3.6.1	Files				
3.6.1.1	Incoming	Current	In Department or Branch	DH or BL	2 yr.
3.6.1.2	Outgoing	Current	In Department or Branch	DH or BL	2 yr.
3.6.1.3	Chron	Nonessential	In Department or Branch	Employee	No requirement
3.6.1.4	Personal	Nonessential	In Department or Branch	Employee	No requirement
3.7	Public Records Requests	Current	In Department or Branch	DH or BL	2 yr.
3.8	Additional records		In Department or Branch	DH or BL	As appropriate
4.0	Projects				
4.1	Grants				
4.1.1	Applications	Current	In Finance Office	CFO	2 or 5 yr.
4.1.2	Files	Current	In Finance Office	CFO	2 or 5 yr.
4.1.3	Reports	Current	In Finance Office	CFO	2 or 5 yr.
5.0	Statistical Information				
5.1	Circulation	Current	In CL Office	CFO	2 yrs.
5.2	Loan	Current	In CL Office	CFO	2 yrs.
5.3	Library cards	Current	In CL Office	CFO	2 yrs.

APPENDIX "B"

SAN FRANCISCO CHARTER AND ADMINISTRATIVE CODE PROVISIONS REGARDING RECORDS MANAGEMENT

APPENDIX B

RELEVANT ADMINISTRATIVE CODE PROVISIONS

A. SAN FRANCISCO ADMINISTRATIVE CODE'S RETENTION REQUIREMENTS FOR LIBRARY RECORDS

In compliance with Sections 8.2, 8.3, 8.4 and 8.9 of the San Francisco Administrative Code, the City Librarian must prepare and present to the Library Commission a schedule for the systematic retention and destruction of library records.

Prior to destroying any record, additional approval is necessary in some cases by the: (1) controller for financial records; (2) City Attorney for records of legal significance; and (3) Retirement Board for payroll checks, time cards and related documents.

B. DEFINITIONS

1. **Records** defined. "Records" shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the Library in connection with the transaction of public business and may have been retained by the Library as evidence of the Library's activities, for the information therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County. (San Francisco Administrative Code, Section 8.1). Records shall be divided into the following four **classifications**:

a. **Current Records** defined. "Current records" are records which for convenience, ready reference or other reason are retained in office space and equipment of the Library.

b. **Storage Records** defined. "Storage records" are records which need not be retained in office space and equipment of the Library, but which must be, or should be, prudently preserved for a time or permanently in the facilities of a records center.

c. **Permanent Records** defined. "Permanent records" are records required by law or Commission action to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored in their original form or by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

d. **Essential Records** defined. "Essential records are records essential to the continuity of government and the protection of the rights and interests of individuals.

C. RULES

1. The City Librarian shall be responsible for classifying the Library's records as Current, Storage or Permanent records.

2. The City Librarian shall be responsible for the preservation and proper filing of papers, film or other Records of the Library and the ultimate disposition of the same in accordance with the applicable law.

3. The City Librarian shall be responsible for preparing a schedule for the systematic retention and destruction of Records.

a. Current records and Storage records may be destroyed five years after they were created if they have served their purpose and are no longer required for any public business or other public purpose, except that records pertaining to financial matters shall be destroyed only after approval by the Controller; those having legal significance only after approval by the City Attorney; and payroll checks, time cards and related documents only after approval by the Retirement Board. If requested by the Retirement Board, payroll checks, time cards and related documents shall be delivered to the Retirement Board instead of being destroyed.

b. Current records and Storage records less than five years old may be destroyed or otherwise disposed of if:

(1) their destruction or other disposition within a shorter length of time would not be detrimental to the City and County or defeat any public purpose; and if

(2).the City Librarian has prepared a definitive description of such records and the applicable retention period and set forth such information in a in a schedule for the systematic retention and destruction of records. Such document must be approved by the Library Commission, approved by the City Attorney as to records of legal significance, approved by the Controller as to records relating to financial matters, and approved by the Retirement Board as to time rolls, time cards, payroll checks and related matters.

c. Permanent records and Essential records shall not be destroyed or otherwise disposed of unless they are first microfilmed or placed on an optical imaging storage system and the original film or tape is placed in a State-approved storage vault and a copy is delivered to the Library. The paper record can be destroyed if all these conditions are met.

d. Before any book, document, photograph, map, architectural drawing, record, bond certificate, or other material of historical significance is destroyed, the following procedure shall be observed:

(1). Such items shall be offered by the Library Commission to the San Francisco History Room of the San Francisco Library;

(2). Such items not accepted by the San Francisco Public Library may be sold by the office of the Mayor, together with copies thereof, under provisions of Section 8.12-2 of the Administrative Code;

(3). If the Public Library declines to accept said historical material, or if the office of the Mayor declines to accept such items for sale purposes, any remaining such historical material may be offered to an historical society.

(4). After all the steps outlined above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser. The sales contract must provide that the buyer guarantees to the satisfaction of the City Purchaser that the records will be shredded beyond identification or otherwise destroyed beyond identification or otherwise destroyed within a short period of time after taking delivery.

4. The public interest requires that Records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster (hereinafter referred to as "Essential records") be preserved against possible destruction by fire, earthquake, flood, enemy attach or other cause. It shall be the duty of the City Librarian to develop a program for the selection and preservation of those Essential records and duplicates thereof in the same manner as provided for the storage of Permanent records.

D. OTHER PREREQUISITES AND REQUIREMENTS

All state, federal and local laws requiring retention of records must be complied with irrespective of the Administrative Code's authorization for destruction.

APPENDIX "C"

STATE PROVISIONS REGARDING RECORD RETENTION

APPENDIX C

RELEVANT CALIFORNIA STATE PROVISIONS REGARDING RECORDS RETENTION

A. CALIFORNIA ATTORNEY GENERAL'S INTERPRETATION OF A "RECORD"

In 64 Ops. Cal Atty Gen. 317 (Opn. N. 80-1006), the Attorney General concluded:

> To summarize, we conclude that a "record" within the meaning of sections 6200 and 6201 as interpreted by judicial decisions, is properly defined as a thing which constitutes an objective lasting indication of a writing, event or other information which is in the custody of a public official and is kept either 1) because a law requires it to be kept or 2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

B. STATE CODES HAVING TIME REQUIREMENTS FOR RECORDS RETENTION

1. Government Code Section 34090's Two-Year Limitation:

Section 34090 of the California Government Code, which governs cities, provides that records may not be destroyed if they are less than two years old. The provision reads:

> Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a city division may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:
>
> (a) Records affecting the title to real property or liens thereon.
>
> (b) Court records.
>
> (c) Records required to be kept by statute.

(d) Records less than two years old.

(e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

2. Government Code Section 26202's Two-Year Limitation:

Section 26202 of the California Government Code, pertaining to counties, allow the board of supervisors to "authorize the destruction of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter." Records more than two years old which were prepared or received pursuant to state statute or county charter may be destroyed without photocopying them "if the board determines by four-fifths (4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes."

3. Exceptions to the Two-Year Retention Requirement

a. Duplicate Copies Exceptions:

Section 34090.7 of the California Government Coded provides:

> Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure under which duplicates of city records less than two years old may be destroyed if they are no longer needed.

Similarly Government Code Section 26201 permits county boards of supervisors to authorize "the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic reproduction of which is in the files of any officer or division of the county."

b. Microfilming or Alternate Means of Preservation Exceptions:

Government Code Sections 26205, applicable to counties, allows the boards of supervisors to authorize the destruction of records which are not expressly required by law to be file and preserved if they are first microfilmed or preserved on the county's electronic data-processing system, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.

Section 26205.1 authorizes a board of supervisors to provide for the destruction of non-judicial records prepared or received pursuant to a state statute or county charter or expressly required by law to be filed and preserved so long a s a copy is maintained for use of the public--either on microfilm, electronic recorded video production, or in the electronic data-processing system or any other medium which does not permit the alteration of the record.

Section 34090.5, applicable to cities, allows the city officer having custody of public records to destroy such records without the approval of the legislative body or the written consent of the city attorney if they are reproduced in accordance with certain conditions very similar to those of Section 26205.1.

APPENDIX "D"

COLLECTION MAINTENANCE POLICY

APPENDIX D

COLLECTION MAINTENANCE POLICY

POLICY: Librarians of the San Francisco Public Library ("SFPL") will weed materials collections in the main and branch libraries on a regular ongoing basis pursuant to the mission, goals and details of the SFPL Collection Development Plan.

RATIONALE:Regular and continual monitoring of the materials collections will insure that the library has up-to-date, changing and useful, and well-managed collections. Identifying items that hold an enduring value to the tradition and history of the community will provide a rich resource for the community to use and enjoy.

OVERVIEW: During the weeding process, items are systematically evaluated for discard, replacement, transfer, or repair based on standard professional library criteria. Factors that will influence the disposition of each item include (1) the acquisition and retention goals of the individual collections as stated in the SFPL Collection Development Plan; (2) the current program of service goals of the individual branch or main library department; (3) the existing or potential strength of the individual branch or main library department; (4) the existing or potential strength of the individual collection as it relates to the SFPL Collection Development Plan; and (5) the level of collection activity. While SFPL strives to hold copies of standard important works, SFPL (recognizing that retention of copies of all such works is neither possible nor desirable) does not attempt to replace every item withdrawn. Replacement materials will attempt to ensure sufficient, desirable coverage of the particular subject. Last copies are sent to subject specialists in the Main Library for review.

PROCESS: Specific details of the weeding process will be devised by the City Librarian or her designees to meet the needs of each individual collection as well as the needs of the aggregate of the collections which constitute the whole of SFPL material resources. Each weeding project is given careful consideration before the actual task begins. On-going weeding processes will follow these guides. Items will be systematically evaluated for discard, replacement, transfer or repair.

An item must meet specific criteria (e.g., sufficiently wide margins) to be considered for repair or binding. If a particular item does not meet the criteria for repair and conservation, or transfer, it will be considered for withdrawal based on the following factors:

a. Has the edition been superseded by a newer one?
b. Is the item worn, mutilated, or badly marked?
c. Does the system own multiple copies?
d. Is the content of quality and value?
e. Does the item, contain outdated or inaccurate information?

f. Is newer, more comprehensive, or more accessible material available?
g. How relevant is the subject matter to the community?
h. How often has item circulated?
i. Space considerations, particularly in branches.
j. Has the title been replaced in electronic format, available more universally or cheaply?
k. Do changing demographics of the community favor the retention or withdrawal of the item?

The decision to replace an item with an exact title match or within the subject area is based on the following factors:

a. Demand (or lack of demand) for specific titles and subjects.
b. Availability of specific title
c. Number of copies held systemwide.
d. Existing coverage of the subject within the collection.
e. Availability of newer, more comprehensive, or more accessible material.

Regina Minudri
City Librarian, San Francisco Public Library
100 Larkin St., San Francisco, CA 94102
415-557-4236, fax 415-557-4339

DRAFT 9/03/02

PUBLIC LIBRARY
Record Retention and Destruction Policy

The Public Library Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule. This policy supercedes all previous record retention and destruction policies issued by the Public Library.

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Public Library in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Public Library shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Public Library shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved indefinitely.

- Permanent records. Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed or placed on an optical imaging system, and special measures are followed. Admin. Code Section 8.4. Once these measures are followed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the Public Library. Examples of permanent records include audio/video recordings, agendas, notices, and minutes of Library Commission meetings.

- Essential records. Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include legal advice letters and opinions and policy memoranda.

Category 2: Current Records. Current records are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Public Library will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are Conflict of Interest Form 700 must be retained 7 years pursuant to Gov. Code §81009(e); Accident-Injury reports must be retained 5 years pursuant to 29 CFR 1404.6

- Where no retention period specified by law. Where no specific retention period is specified by law, the retention period for records that the department is required to retain shall be specified in the attached Record Retention and Destruction Schedule. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period. Examples of current records include financial records such as cash reports, bank reconciliation/statements, and budget documents.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records. Examples of storage records include agendas, notices and minutes of Library Commission meetings older than three calendar years.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. Code section 8.1 need not be retained unless retention is otherwise required by local law or by the attached Record Retention and Destruction Schedule. Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files.

With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead, it is up to the originator or recipient to determine when the document's business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

C. STORAGE OF RECORDS

Records may be stored in the Public Library's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Public Library's office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files and personnel files. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Public Library's office space or equipment, may be sent to the City's off-site storage facility or maintained in the Public Library's storage facility.

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the Public Library but which because of their age or research value may be of historical interest or significance. Historical records may not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.

E. PENDING CLAIMS AND LITIGATION

The retention period set forth in the attached record retention schedule shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim or litigation against the City. Once the Public Library becomes aware of the existence of a claim against the department, the Public Library should retain all documents and other materials related to the claim until such time as the claim or subsequent litigation has been resolved. When the Public Library has reason to believe that one or more other departments also have records relating to the claim or litigation, those departments should also be notified of the need to retain such records.

APPROVALS

Approved by San Francisco Public Library Commission:

Charles Higueras, AIA
Commission President

Date Approved
Public Library Commission

Approved as to Records Relating to Financial Matters:

Ed Harrington
Controller

Controller Staff

Date Approved

Approved as to Records of Legal Significance:

Dennis J. Herrera
City Attorney

Deputy City Attorney

Date Approved

Approved as to Records Relating to Payroll Matters:

Clare M. Murphy
Executive Director
Retirement System

Date Approved
Retirement Board

DRAFT
9/03/02

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

Department Name: Public Library

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration	General and Administrative	Administrative Records-miscellaneous	2	2 years	2 years	0	
Administration	General and Administrative	Annual Reports	1	Permanent	Permanent	0	
Administration	General and Administrative	Audit Reports	1	Permanent	Permanent	0	
Administration	General and Administrative	Calendar, Prop G	4	2 years	2 years	0	Required by Admin. Code §67.29-5
Administration	General and Administrative	Chronological Files	4	2 years	2 years	0	
Administration	General and Administrative	Comments & Suggestions Forms	2	5 years	5 years	0	
Administration	General and Administrative	Conflict of Interests Form 700	2	7 years	7 years	0	Gov't Code 81009(e)
Administration	General and Administrative	Correspondence, miscellaneous	2	2 years	2 years	0	
Administration	General and Administrative	Grant Resolutions/Files	1	5 years	5 years	0	
Administration	General and Administrative	Legal Advice	1	Until superceded	Until superceded	0	
Administration	General and Administrative	Manuals	2	Until superceded	Until superceded	0	
Administration	General and Administrative	Correspondence from other City Departments	2	2 years	2 years	0	
Administration	General and Administrative	Policies and Procedures	1	Until superceded	Until superceded	0	

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration	General and Administrative	Public Information Requests	2	5 years	5 years	0	
Administration	General and Administrative	Statistical Information	2	5 years	5 years	0	
Commission	Commission	Agendas, Notices & Minutes of Commission Meetings	1	Permanent	3 years	City Archives	
Commission	Commission	Audio/Video recordings of meetings of policy bodies	1	Permanent	3 years	Gov't Info. Center	Admin Code §67.14
Commission	Commission	Commission Correspondence	2	3 years	3 years	0	
Commission	Commission	Conflict of Interest Form 700	2	7 years	7 years	0	Gov't Code § 81009 (e)
Commission	Commission	Policy Manual	2	Until superceded	Until superceded	0	
Commission	Commission	Public Information Requests	2	3 years	3 years	0	
Commission	Commission	Resolutions	1	Permanent	3 years	Archived	
Finance	Financial	Bank Reconciliation/ Statements	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Blanket Documents	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Budget Documents	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Cash Reports	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Cash Receipts	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Contracts	2	20 years + term of agreement	3 years		
Finance	Financial	Employee Expense Claims	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Gift Files	2	5 years after applicable fiscal year	3 years after term	2 years	
Finance	Financial	Grant Files	2	5 years after applicable fiscal year	3 years after term	2 years	
Finance	Financial	Journal Entry Adjustments	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Payment Documents/Invoices	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Petty Cash Records	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Purchase Order Documents	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Resolutions/Ordinances	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Requests for Proposals (RFPs) & Requests for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years	2 years	0	
Finance	Financial	RFP Scoring Records	2	2 years	2 years	0	Admin Code §67.24 (e)

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD Total	On Site	Off Site	REMARKS
Human Resources	Personnel	Accident-Injury Reports	2	5 years	5 years	0	29 CFR 1904.6
Human Resources	Personnel	Chronological File	2	5 years	5 years	0	
Human Resources	Personnel	Classification	1	Permanent	Permanent	0	
Human Resources	Personnel	DHR Rules	2	Current	Until superseded	0	
Human Resources	Personnel	Discrimination & Harassment Complaints	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	
Human Resources	Personnel	Employee Handbook	2	Current	Until superseded	0	
Human Resources	Personnel	Family Medical Leave Act Records	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	3 year minimum Required by Fair Labor Standards Act §11 c
Human Resources	Personnel	Grievance File & Log	2	Current or 5 years after separation	Current or 5 years after separation	0	Unless employee has pending case
Human Resources	Personnel	Inactive Personnel Files	3	5 years after final separation	5 years after final separation	0	Unless employee has pending case
Human Resources	Personnel	Injury/Illness Prevention Plan	2	Current	Until superseded	0	
Human Resources	Personnel	Job Announcements	1,2	Permanent	Permanent	0	SFPL: Permanent; Others: until due date of application
Human Resources	Personnel	Job Applications	2	1 year	1 year	0	
Human Resources	Personnel	Job Descriptions	2	Current	Until superseded	0	
Human Resources	Personnel	Leave Request Track File	2	1 year	1 year	0	
Human Resources	Personnel	Medical Files	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	
Human Resources	Personnel	Misc. Subjects	2	10 years	10 years	0	
Human Resources	Personnel	MOU/SEIU Contract	1	Permanent	Until superseded	0	
Human Resources	Personnel	Payroll Reports	2	5 years	5 years	0	Secure permission from SFERS prior to destruction
Human Resources	Personnel	Performance Evaluation Tracking File	2	Current	Current	0	Until employee separates
Human Resources	Personnel	Personnel Files	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	
Human Resources	Personnel	Personnel Office Notes	1	Permanent	Permanent	0	
Human Resources	Personnel	Personnel/DHR Forms	2	Current	Until superseded	0	
Human Resources	Personnel	Reassignment Requests	2	1 year	1 year	0	
Human Resources	Personnel	Reduced Work Schedule	2	Current	Current	0	Until employee separates

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Human Resources	Personnel	Request to Hire PT Pages	2	1 year	1 year	0	
Human Resources	Personnel	Retired Employees List	1	Permanent	Permanent	0	
Human Resources	Personnel	SFPL Policies/Regulations	2	Permanent	Until superseded	0	
Human Resources	Personnel	Staff Badge List	2	Current	Current	0	Until employee separates
Human Resources	Personnel	Time Rosters	2	5 years	5 years	0	Secure permission from SFERS prior to destruction
Human Resources	Personnel	Time Sheets	2	5 years	5 years	0	Secure permission from SFERS prior to destruction
Human Resources	Personnel	Warrant Transmittal Forms	2	1 year	1 year	0	
Human Resources	Personnel	Worker's Compensation	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	Title 8 Cal. Code of Regulations, Section 10102
Operations	Capital Improvements	Blueprints	1	Permanent	Permanent	0	
Operations	Capital Improvements	Files, Memos & Reports	2	5 years	5 years	0	
Operations	Administrative	Claims Against City (Library Copy)	2	2 years	2 years	0	
	Card Catalog	Old Cards	1	Permanent	Permanent		Contents in Brooks Hall
	Card Catalog	Departmental	2	Until superceded	Until superceded	0	In Depts & Branches
	Card Catalog	Shelf Lists	2	Until superceded	Until superceded	0	In Depts & Branches
	Card Catalog	Indexes	2	Until superceded	Until superceded	0	In Depts & Branches
	Collection	Books & Other Materials	1, 2	See Collection Maintenance Policy	See Collection Maintenance Policy	0	
	Collection	State & Federal Documents	1, 2	As required by gov't guidelines	As required by gov't guidelines	0	
	CCSF Archives	Archival Files	1	Permanent	Permanent	0	SF Admin Code 8.7

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San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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SEP 17 2002
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
missioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, September 3, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, September 3, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4: 01PM.

The following members were noted present: Commissioners Coulter, Higueras, Streets, and Strobin. Commissioner Bautista was reported excused attendance. Commissioner Chin's arrival was expected to be delayed.

President Higueras announced that he was reordering the taking of the agenda items and moving approval of the August 6th Minutes first followed by the City Librarian's report and then the rest of the agenda.

AGENDA ITEM #1 APPROVAL OF THE AUGUST 6, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE AUGUST 6, 2002 MINUTES

An anonymous member of the public found the minutes lacking citing a number of omissions and in particular calling attention to remarks attributed to Commissioner Coulter. This individual also cited other comments attributed to Deputy City Attorney Chris Hiyashi that this individual felt mis-stated the City Attorney's remarks regarding the fairness and legality of the process used to consider and choose as new ILS (Integrated Library System. Mr. Ed Regan commented that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE AUGUST 6, 2002 MINUTES

The Commission Secretary called the Commissioner's attention to a mistaken listing of former Commissioner Swig reported as casting a vote instead of Commissioner Strobin who had cast the vote.

In response to Commissioners' questions in response to the public comment Deputy City Attorney Catharine Barnes noted that the Minutes provided a summary record of meeting discussions and all actions taken and that while she could not speak for Deputy City Attorney Hiyashi, who was unavailable to comment on the views attributed to her, it was the Commission's prerogative to accept the Minutes as reflecting their understanding of Ms. Hiyashi's observation that the process had been done properly.

MOTION: by Commissioner Coulter, seconded by Commissioner Strobin for approval of the Minutes of August 6, 2002 as amended.

ACTION: AYE 5-0 (Aye - Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth provided the Library Commission with an update on recent exhibitions and programs in September. The City Librarian then gave the Commissioners a report on the highly successful beginning of the Library's online reservation system currently available at the Main Library, Eureka Valley-Harvey Milk Branch and at the Richmond Branch. Ms. Hildreth lauded the hard work of Assistant Chief of the Main library John Kenny in overseeing the phase in of the new system. She noted that complaints were reduced and that there were no longer long lines waiting to use the computers at the Main Library. Additionally, the City Librarian informed the Commission concerning the planned closing of the Golden Gate Valley Branch to allow for an electrical infrastructure upgrade similar to that being done at the West Portal Branch. Ms. Hildreth noted that this was the last planned electrical upgrade to be done outside the Branch Library Bond Program work. Ms. Hildreth then informed the Commissioners of the details of the California Council for the Humanities statewide LSTA supported program of reading John Steinbeck's The Grapes of Wrath. Ms. Hildreth called attention to special programs highlighting the availability of the work in Spanish, and pointing out that this was the first such translation into Spanish. The City Librarian then introduced a presentation of a KRON-Channel 4 video clip on the how the public could gain free access to subscription databases through the Library.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that they were pleased to learn that the Library was not becoming obsolete and remarked that the Library's online reservation system was not a book reservation system. This person expressed the hope that the Library would continue to support computers solely dedicated to providing access to the catalog. This anonymous member of the public observed that the Golden Gate Valley Branch was being closed for three months for work that should not require that the branch be closed. In addition this person commented that everyone should read The Grapes of Wrath and found this to be a positive program.

Commission comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

None offered
Commissioner Chin joined the meeting at 4:27PM.

AGENDA ITEM #3 RECORDS RETENTION POLICY

The City Librarian explained to the Commissioners why the Library was proposing a revised format for the Records Retention Policy adopted by the Library Commission in May 1998. Ms. Hildreth noted that the Library had been one of few City departments that had adopted a formal records management policy and that the Library's Records Retention Policy was among the most detailed. She noted that as a result of revisions in the Sunshine Ordinance, the City Administrator's Office had directed all city departments to adopt records retention policies based on a standardized format, thus requiring a redrafting of the Library's current policy to meet this new standard. Ms. Hildreth observed that the proposed revised Records Management Policy was substantially the same as the existing policy but reformatted to conform to the requirements of the standardized model. Ms. Hildreth called special attention to skillful work on this project done by Ms. Mary Hudson, her Executive Assistant. The City Librarian then turned to Deputy City Attorney Catharine Barnes who gave the Commissioners an overview of what was required in the policy.

The City Librarian noted that there was no change in the records retention schedule in the proposed revised version and pointed out that management of the Library's business records was the primary focus of this policy. Ms. Hildreth called attention to inclusion of the card catalog in records to be retained and noted that the many listed categories of library materials listed in the current policy had been simplified to a single category of Books and Materials. Ms. Hildreth then noted that records retention policy varied as required by law when involved with state or federal documents that had their own mandated records retention requirements. Deputy City Attorney Catharine Barnes noted that the first part of the revised policy constituted a recap of the requirements of Sec. 8 of the San Francisco Administrative Code and discussed details of the record retention schedule, calling particular attention to the extension of retention of personnel records to 50 years or the lifetime of the employee and contract records to 20 years. Ms. Barnes reiterated that there were no reductions in the retention period in the current policy and that that the primary reason for this change was to have the Library's policy conform to the mandated template. Ms. Hildreth noted that the policy would be posted on the Library's and the City's website. .

Public comment on AGENDA ITEM #3 RECORDS RETENTION POLICY

An anonymous member of the public suggested that the policy was in fact a records destruction policy, thus destroying the evidence. This individual commented that it was their belief that the intention of the Sunshine Ordinance was not the creation of a uniform template but that each department should have its own records policy. This person expressed a preference that everything be retained and expressed concern that Commission records could be stored in an offsite location after three years, making ease of retrieval an issue.

Commission comment on AGENDA ITEM #2 RECORDS RETENTION POLICY

In response to questions by President Higueras, the City Librarian confirmed that the new format would entirely replace the existing policy and discussed where the details were to be found of what kinds of records and how long various kinds of records would be kept. Ms. Hildreth noted that the Collection Development Policy also addressed some of these issues. In addition in response to other questions by President Higueras, the City Librarian noted that while City Archivist Susan Goldstein could most thoroughly answer his question, that under the revised policy the Library would continue its role as set out in Section 8.7 of the

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Administrative Code as the repository for City Archives and that all of these archival records were to be permanently retained. The City Librarian next described how the categories in the revised policy matched categories of City records created by the Office of the City Administrator so that someone looking for a certain type of record could more easily locate them in various City departments. Vice President Steiman noted that this would simplify searching for records and inquired if the policy included drafts of documents. Deputy City Attorney Catharine Barnes noted that generally only final documents were included in a records retention policy. In response to a question by Commissioner Streets, the City Librarian reported that retrieval of stored documents would not be difficult because library records were stored in Brooks Hall. In answer to a question by President Higueras, Ms. Hildreth confirmed that the policy was ready for adoption. In response to a question by Commissioner Chin, the City Librarian reported that the historic school district records transferred to the Library several years ago were included in the permanent City and County Archives.

MOTION: by Commissioner Chin, seconded by Vice President Steiman moved for approval of the proposed revision of the Library's records retention Policy.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #4 FRIENDS & FOUNDATION REPORT

Ms. Danielle Kern, Special Projects Manager of the Friends & Foundation, called the Commissioners' attention to the Friends & Foundation's Great Annual Book Sale, this year occurring on September 8-12 at Fort Mason and outline its scheduled events. Ms. Kern then brought the Commissioners up to date concerning the schedule of this fall's City Arts & Lectures series and invited them to attend any of a series of five meet the author receptions to be held prior to scheduled lectures. Ms. Kern lastly informed the Commissioners that representatives of the Friends & Foundation would be attending upcoming Branch Library Bond program related meetings.

Public comment on AGENDA ITEM #4 FRIENDS & FOUNDATION REPORT

An anonymous member of the public looked forward to receiving invitations to the author receptions and noted that they could become passive meetings should Commissioners attend. This person then commented concerning a concept paper found at the rear of the auditorium that this person attributed to the Friends & Foundation and suggested that it highlighted this person's concerns about the relationship between the Library and the Foundation and its philosophy concerning money. This person remarked that the lesson of modern life was that money never solves anything and that understanding and commitment should get attention instead of money.

Commission comment on AGENDA ITEM #4 FRIENDS & FOUNDATION REPORT
(none offered)

AGENDA ITEM #5 LABOR UNION REPORT

None offered.

AGENDA ITEM #6 NEW BUSINESS

Commissioner Coulter requested that a discussion of the concept paper San Francisco Neighborhood Hall of Fame be calendared for discussion at the Commission's September 19th meeting, noting that the ideas put forward in the paper were not developed by the Friends & Foundation but the result of conversations with more than 30 individuals. Commissioner Coulter noted that holding a formal discussion of these ideas would allow for a wider discussion of how the Library might fulfill this important role in San Francisco's neighborhoods.

Public comment on AGENDA ITEM #7 NEW BUSINESS

An anonymous member of the public offered an apology if they had misunderstood the source of the concept paper. This person expressed apprehension that there had already been an extensive discussion of it and suggested that it should be discussed in a wider circle, noting that previously the Commission had discussed such matters in a committee.

AGENDA ITEM #8 PUBLIC COMMENT

An anonymous member of the public informed the Commission of their record of continuous regular attendance at Library Commission meetings recalling that in the past the Commission had often taken an August break, returning after labor Day. This person then discussed what had become of an art festival that had formerly been held in the Civic Center during the Labor Day weekend, suggesting that while it had been a volunteer community sponsored event it had thrived but after accepting corporate sponsorship it had changed and ultimately ceased to occur. This person felt that this was the result of giving money the highest value. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally recommended that the Fuhrman Fund be tapped to add more books on politics and economics to the Library's collections. Ms. Sue Cauthen, urged the commissioners to take up a suggestion by Commissioner Coulter and convene a wide-ranging group to discuss the issues involved in weeding the library collections. Ms. Cauthen expressed a perception that branch library renovations would lead to reductions in the size of collections and that loss of book space could become a political issue.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Vice President Steiman that the meeting be adjourned

Public comment on AGENDA ITEM #9 ADJOURNMENT (none offered)

ACTION: AYE 5-0 (Chin, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 5:11PM. Michael Housh, Commission Secretary 9/12/02

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of September 3, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

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SAN FRANCISCO
PUBLIC LIBRARY

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Mayor

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Vice President

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Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
ssioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, September 3, 2002

(As approved amended October 1, 2002)

The San Francisco Public Library Commission held its regular meeting on Tuesday, September 3, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4: 01PM.

The following members were noted present: Commissioners Coulter, Higueras, Streets, and Strobin. Commissioner Bautista was reported excused attendance. Commissioner Chin's arrival was expected to be delayed.

President Higueras announced that he was reordering the taking of the agenda items and moving approval of the August 6th Minutes first followed by the City Librarian's report and then the rest of the agenda.

AGENDA ITEM #1 APPROVAL OF THE AUGUST 6, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE AUGUST 6, 2002 MINUTES

An anonymous member of the public found the minutes lacking citing a number of omissions and in particular calling attention to remarks attributed to Commissioner Coulter. This individual provided a partial transcript of comments attributed to Deputy City Attorney Chris Hiyashi that this individual felt mis-stated the City Attorney's remarks regarding the fairness and legality of the process used to consider and choose as new ILS (Integrated Library System. Mr. Ed Regan commented that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE AUGUST 6, 2002 MINUTES

The Commission Secretary called the Commissioner's attention to a mistaken listing of former Commissioner Swig reported as casting a vote instead of Commissioner Strobin who had cast the vote.

In response to Commissioners' questions in response to the public comment Deputy City Attorney Catharine Barnes noted that the Minutes provided a summary record of meeting discussions and all actions taken and that while she could not speak for Deputy City Attorney Hiyashi, who was unavailable to comment on the views attributed to her, it was the Commission's prerogative to accept the Minutes as reflecting their understanding of Ms. Hiyashi's observation that the process had been done properly.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

MOTION: by Commissioner Coulter, seconded by Commissioner Strobin for approval of the Minutes of August 6, 2002 as amended.

ACTION: AYE 5-0 (Aye - Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth provided the Library Commission with an update on recent exhibitions and programs in September. The City Librarian then gave the Commissioners a report on the highly successful beginning of the Library's online reservation system currently available at the Main Library, Eureka Valley-Harvey Milk Branch and at the Richmond Branch. Ms. Hildreth lauded the hard work of Assistant Chief of the Main library John Kenny in overseeing the phase in of the new system. She noted that complaints were reduced and that there were no longer long lines waiting to use the computers at the Main Library. Additionally, the City Librarian informed the Commission concerning the planned closing of the Golden Gate Valley Branch to allow for an electrical infrastructure upgrade similar to that being done at the West Portal Branch. Ms. Hildreth noted that this was the last planned electrical upgrade to be done outside the Branch Library Bond Program work. Ms. Hildreth then informed the Commissioners of the details of the California Council for the Humanities statewide LSTA supported program of reading John Steinbeck's The Grapes of Wrath. Ms. Hildreth called attention to special programs highlighting the availability of the work in Spanish, and pointing out that this was the first such translation into Spanish. The City Librarian then introduced a presentation of a KRON-Channel 4 video clip on the how the public could gain free access to subscription databases through the Library.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that they were pleased to learn that the Library was not becoming obsolete and remarked that the Library's online reservation system was not a book reservation system. This person expressed the hope that the Library would continue to support computers solely dedicated to providing access to the catalog. This anonymous member of the public observed that the Golden Gate Valley Branch was being closed for three months for work that should not require that the branch be closed. In addition this person commented that everyone should read The Grapes of Wrath and found this to be a positive program.

Commission comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

None offered
Commissioner Chin joined the meeting at 4:27PM.

AGENDA ITEM #3 RECORDS RETENTION POLICY

The City Librarian explained to the Commissioners why the Library was proposing a revised format for the Records Retention Policy adopted by the Library Commission in May 1998. Ms. Hildreth noted that the Library had been one of few City departments that had adopted a formal records management policy and that the Library's Records Retention Policy was

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission among the most detailed. She noted that as a result of revisions in the Sunshine Ordinance, the City Administrator's Office had directed all city departments to adopt records retention policies based on a standardized format, thus requiring a redrafting of the Library's current policy to meet this new standard. Ms. Hildreth observed that the proposed revised Records Management Policy was substantially the same as the existing policy but reformatted to conform to the requirements of the standardized model. Ms. Hildreth called special attention to skillful work on this project done by Ms. Mary Hudson, her Executive Assistant. The City Librarian then turned to Deputy City Attorney Catharine Barnes who gave the Commissioners an overview of what was required in the policy.

The City Librarian noted that there was no change in the records retention schedule in the proposed revised version and pointed out that management of the Library's business records was the primary focus of this policy. Ms. Hildreth called attention to inclusion of the card catalog in records to be retained and noted that the many listed categories of library materials listed in the current policy had been simplified to a single category of Books and Materials. Ms. Hildreth then noted that records retention policy varied as required by law when involved with state or federal documents that had their own mandated records retention requirements. Deputy City Attorney Catharine Barnes noted that the first part of the revised policy constituted a recap of the requirements of Sec. 8 of the San Francisco Administrative Code and discussed details of the record retention schedule, calling particular attention to the extension of retention of personnel records to 50 years or the lifetime of the employee and contract records to 20 years. Ms. Barnes reiterated that there were no reductions in the retention period in the current policy and that that the primary reason for this change was to have the Library's policy conform to the mandated template. Ms. Hildreth noted that the policy would be posted on the Library's and the City's website. .

Public comment on AGENDA ITEM #3 RECORDS RETENTION POLICY

An anonymous member of the public suggested that the policy was in fact a records destruction policy, thus destroying the evidence. This individual commented that it was their belief that the intention of the Sunshine Ordinance was not the creation of a uniform template but that each department should have its own records policy. This person expressed a preference that everything be retained and expressed concern that Commission records could be stored in an offsite location after three years, making ease of retrieval an issue.

Commission comment on AGENDA ITEM #2 RECORDS RETENTION POLICY

In response to questions by President Higueras, the City Librarian confirmed that the new format would entirely replace the existing policy and discussed where the details were to be found of what kinds of records and how long various kinds of records would be kept. Ms. Hildreth noted that the Collection Development Policy also addressed some of these issues. In addition in response to other questions by President Higueras, the City Librarian noted that while City Archivist Susan Goldstein could most thoroughly answer his question, that under the revised policy the Library would continue its role as set out in Section 8.7 of the

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Administrative Code as the repository for City Archives and that all of these archival records were to be permanently retained. The City Librarian next described how the categories in the revised policy matched categories of City records created by the Office of the City Administrator so that someone looking for a certain type of record could more easily locate them in various City departments. Vice President Steiman noted that this would simplify searching for records and inquired if the policy included drafts of documents. Deputy City Attorney Catharine Barnes noted that generally only final documents were included in a records retention policy. In response to a question by Commissioner Streets, the City Librarian reported that retrieval of stored documents would not be difficult because library records were stored in Brooks Hall. In answer to a question by President Higueras, Ms. Hildreth confirmed that the policy was ready for adoption. In response to a question by Commissioner Chin, the City Librarian reported that the historic school district records transferred to the Library several years ago were included in the permanent City and County Archives.

MOTION: by Commissioner Chin, seconded by Vice President Steiman moved for approval of the proposed revision of the Library's records retention Policy.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #4 FRIENDS & FOUNDATION REPORT

Ms. Danielle Kern, Special Projects Manager of the Friends & Foundation, called the Commissioners' attention to the Friends & Foundation's Great Annual Book Sale, this year occurring on September 8-12 at Fort Mason and outline its scheduled events. Ms. Kern then brought the Commissioners up to date concerning the schedule of this fall's City Arts & Lectures series and invited them to attend any of a series of five meet the author receptions to be held prior to scheduled lectures. Ms. Kern lastly informed the Commissioners that representatives of the Friends & Foundation would be attending upcoming Branch Library Bond program related meetings.

Public comment on AGENDA ITEM #4 FRIENDS & FOUNDATION REPORT

An anonymous member of the public looked forward to receiving invitations to the author receptions and noted that they could become passive meetings should Commissioners attend. This person then commented concerning a concept paper found at the rear of the auditorium that this person attributed to the Friends & Foundation and suggested that it highlighted this person's concerns about the relationship between the Library and the Foundation and its philosophy concerning money. This person remarked that the lesson of modern life was that money never solves anything and that understanding and commitment should get attention instead of money.

Commission comment on AGENDA ITEM #4 FRIENDS & FOUNDATION REPORT

(none offered)

AGENDA ITEM #5 LABOR UNION REPORT

None offered.

AGENDA ITEM #6 NEW BUSINESS

Commissioner Coulter requested that a discussion of the concept paper San Francisco Neighborhood Hall of Fame be calendared for discussion at the Commission's September 19th meeting, noting that the ideas put forward in the paper were not developed by the Friends & Foundation but the result of conversations with more than 30 individuals. Commissioner Coulter noted that holding a formal discussion of these ideas would allow for a wider discussion of how the Library might fulfill this important role in San Francisco's neighborhoods.

Public comment on AGENDA ITEM #7 NEW BUSINESS

An anonymous member of the public offered an apology if they had misunderstood the source of the concept paper. This person expressed apprehension that there had already been an extensive discussion of it and suggested that it should be discussed in a wider circle, noting that previously the Commission had discussed such matters in a committee.

AGENDA ITEM #8 PUBLIC COMMENT

An anonymous member of the public informed the Commission of their record of continuous regular attendance at Library Commission meetings recalling that in the past the Commission had often taken an August break, returning after labor Day. This person then discussed what had become of an art festival that had formerly been held in the Civic Center during the Labor Day weekend, suggesting that while it had been a volunteer community sponsored event it had thrived but after accepting corporate sponsorship it had changed and ultimately ceased to occur. This person felt that this was the result of giving money the highest value. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally recommended that the Fuhrman Fund be tapped to add more books on politics and economics to the Library's collections. Ms. Sue Cauthen urged the Commissioners to take up a suggestion by Commissioner Coulter and convene a wide-ranging group to discuss the issues involved in weeding the library collections. Ms. Cauthen expressed a perception that branch library renovations would lead to reductions in the size of collections and that loss of book space could become a political issue.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Vice President Steiman that the meeting be adjourned

Public comment on AGENDA ITEM #9 ADJOURNMENT (none offered)

ACTION: AYE 5-0 (Chin, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 5:11PM. Michael Housh, Commission Secretary 9/12/02

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Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of September 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 3, 2002

Item 1:
City Librarian's Report

"Anything (the videotape presentation) that reminds us that libraries are not becoming obsolete is good, both because they provide access to the Internet and for their print and book services.

I hope that the catalog-only terminals will continue to be supported.

It concerns me that we are closing a branch for three months for work which I assume do not include removing the books, or uprooting everything. I think we can provide an electrical upgrade that does not involve closing the branch for three months.

The original impulse was to have everyone state-wide read the Grapes of Wrath by John Steinbeck. My recommendation has been that you take that at face value and read it yourselves.

In New York City they were unable to agree on a book. I note that the forces are gathering to prevent the state from ever doing this again."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 3, 2002

Item 2:
Records Retention Policy

"I am glad the city librarian was forthcoming about the title of this, although it is not reflected in the agenda. This is the records destruction policy.

That sends a shiver down our spines, primarily because when you destroy records you destroy evidence of whatever may have gone on what might be found objectionable.

One of the intentions of the Sunshine Ordinance is exactly that this not be a template that is rubber stamped through every department. The intention was that each department would look at its own records and adapt the policy to the needs of its own department. The national and statewide trend is to keep everything.

One of the things that jumps out at us is that the commission's own agenda and minutes would be put in storage after three years. This means that even things like the POE and Prop. E would be going to storage."

Appendix A

Library Commission meeting of September 3, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 3, 2002

Item 3:
Approval of the Minutes: August 6, 2002

"I assume your secretary is distributing to you a partial transcription.

It is interesting to see what is reflected when commissioners themselves ask questions.

On Page 7, a citizen states Commissioner Coulter's question on legality was not answered.

That refers to Page 4 where Commissioner Coulter asked that the City Attorney indemnify him by stating that there is no legal error with reference to an issue raised by Peter Warfield regarding the technical requirements of a computer contract.

The City Attorney indemnifies itself by answering in an oblique manner. The report in the minutes is that the City Attorney said there had been a fair and legal process. What the transcript shows is that the City Attorney said it had participated in the process and found it fair over all.

What appeared in the minutes is what Commissioner Coulter wanted the City Attorney to say, not what was said."

Appendix A

Library Commission meeting of September 3, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 3, 2002

Item 4:
Friends and Foundation Report

"I notice the lack of a mention of a paper in your packet called a concept paper. I am looking forward to reading it. People seem to think that money solves all problems and that people who have and give money are good people. They neglect of every other human interest and concern and then have the gall to call themselves philanthropists. If you know the meaning of that term, that is the last thing they are.

What the Foundation needs is a philosophy. I hope they have a philosophy.

What everything from Vietnam to welfare, and most things in between, has taught us is that money almost never solves anything. What solves every problem is understanding, attention and commitment. Money usually represents an excuse not to supply any of those things.

I would prefer that the Library Foundation give us philosophy and not money."

Appendix A

Library Commission meeting of September 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 3, 2002

Item 6:
New Business

"Perhaps I owe you an apology. I thought this came from the Foundation.

I am apprehensive that this has been 'kicking around for months' and the commission will consider action on it at the next meeting.

This should be kicked around by a wider selection of people than just those in your network before taking it to this level. It is a shame that you no longer have committees. This is something that a committee of yourselves could reasonably consider.

I have not read it myself yet. So I will end my comments there."

Appendix A

Library Commission meeting of September 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 3, 2002

Item 7:
Public Comment

"I will tell what I call my 'Labor Day story.'

There use to be an event in Civic Center over Labor Day called the Arts Festival. It was run as a volunteer effort with art judging, crafts people, and stage presentations. It was non-professional, but quite endearing.

The American Express Co. decided that as a gesture of their beneficence would give fifty cents for everyone who signed up for a credit card during this event. They came in with corporate influence and big displays and signed people up.

This set in motion a series of steps which lead to the fact that there is no longer an arts festival. This is a positive thing if you consider giving money the most important value. But if you look at the community values that came for the original volunteer event, then it was actually destructive.

The lesson is clear."

Records Retention and Management Policy **Policy #401**
Section: Administration
Adopted: 5/98
Revised

LIBRARY PROCEDURE

RECORD RETENTION, DISPOSITION AND DESTRUCTION

Notwithstanding the provisions of any ordinance or resolution relating to the retention and destruction of records[1] under its control, the City Librarian of the San Francisco Public Library ("SFPL") is empowered to prepare and effect, after approval by the Library Commission, a systematic schedule (the "Schedule") for the retention or destruction of records maintained or in the possession of the SFPL.

The Library's Records Management Program is intended to provide a system for managing the selection and preservation of the essential records of the Library, to secure the safe storage of those records and to identify and destroy nonessential or obsolete records.

A. PURPOSE

To establish procedures for a Library-wide record retention, disposition and destruction system, and guidelines for adjustments applicable to individual divisions and branches within the framework of general library procedures.

B. DISCUSSION

The Library (as of 1998) is composed of 47 divisions and 29 branches each subdivided into different sections by disciplines or functions (individually, "Responsibility Center" or "RC"). Because of the wide range of activities, the SFPL generates a large number of records such as paper and computer files, policies, documents, books, maps and correspondence. Procedures for a Library-wide system and guidelines for individual divisions and branches to follow are an important means of ensuring efficiency, retention of valuable information, and space saving.

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[1] Attached as Appendix B/C is a compendium of state and local laws and rules relating to document retention and destruction. To the extent inconsistent with this policy, federal, state and local rules and laws pertaining to document retention and destruction shall supersede this policy.

The Library has delegated the responsibility for developing the division's records retention schedule to each of the Library's branches and divisions. Each branch and division shall also be responsible for implementing and auditing this Schedule.

The compilation of the schedules submitted by the Library's various branches and divisions comprises the Library's official Records Retention, Disposition and Destruction Schedule.

C. POLICY FOR ESTABLISHING RETENTION PERIODS

The Library's policy is to retain records for the period of their immediate or current use unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth herein.

Current and active records are kept as long as they are actively used, are pertinent or in effect, and have not been superseded by receipt of more up-to-date material.

Inactive records may be kept for a period of time either in the office space or in any Library's off-site storage facility if the law requires such retention, or if a future need is foreseen, or if they are needed for reference purposes. (Period must be determined by RC)

Records of continuing value (permanent, essential or historical) are scheduled for retention and preservation.[2]

All other records, including damaged, nonessential, obsolete or useless records, or records that are of no further business use, may be scheduled for disposal or destruction.

The wide range of current and inactive records requires a flexible approach to document retention and disposition. In general, the division's records are retained and disposed of under one of the following three categories:

1. Five-year Retention Before Destruction

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[2] Federal Government documents in this category are kept by but do not belong to the Library. The retention and preservation of these documents are dictated by federal guidelines. City government documents belong to the Library and are handled in the same manner as Federal Government documents.

This should be reserved for office files involving significant or recurring issues, research files which may have a future use, and some Category 1.0 and Category 2.0 records .

2. Two-year Retention Before Destruction

Original records (not duplicate records or copies) should be retained for a minimum of two years.

3. Records Having No Legal Significance Which Need Not Be Retained and May Be Destroyed Upon Immediate End of Their Business Utility (at the discretion of originator or user or RC)

Retention of many of SFPL's records created in the course of business is not necessitated by any prescribed legal, audit or management requirement. Certain records may be useful for current purposes but are of little or no value to the Library by time they are ten days, six months or one year old. These records include documents and papers generated purely for the convenience of the person generating them and draft documents which have been superseded by subsequent versions.

No specific retention requirements or retention periods have been assigned to such documents. Instead, the originator, user or RC shall be responsible for determining when the document's business utility has ended.

- Examples of items which have no legal significance and which may be routinely destroyed after they have served their business purpose include:

- Phone message slips
- Calendars
- Daily diaries
- Notepads
- Personal files
- Chronological files
- Draft documents
- Personal notes of staff members which have been memorialized
- Letters and notes which require no follow-up.
- Other letters of inconsequential subject matter or which definitely close the cycle of correspondence and to which no further reference will be necessary

- Copies of interdivisional, interbranch or internal office correspondence where another copy of the same letter is on file
- Non-litigation files of staff no longer working in the office
- Duplicate copies of records or extra copies of documents kept only for reference. Computer or electronically stored word processing or data documents shall be considered duplicates; the hard copy of such documents shall be considered the record for the purpose of any retention requirement set forth herein. Such duplicates may be destroyed at the time.

4. Unlisted Unclassified records:

We recognize that records may be created after the adoption of this Schedule and prior to its being updated. Such records may not be listed under the categories contained in this schedule. The unlisted unclassified records may be destroyed at any time provided that they have been retained for the periods prescribed for records used for substantially similar purposes, and provided that retention of records pertaining to added services, functions and transactions which cannot be presently foreseen shall conform to the principles and policies cited here.

D. PROCEDURES

1. Record Categories

Records shall be organized into 5 major categories:

1.0 Card catalog (excluding on-line)
2.0 Collection
3.0 Administration
4.0 Project
5.0 Statistical Information

For a general description and retention period for each type of file, see APPENDIX A. Each Responsibility Center shall maintain files in categories applicable to its function. Additional Record Categories may be created to serve the specific needs of the Responsibility Center.

2. Maintenance and Training

Each division head or branch librarian shall personally (or designate a member of the Responsibility Center to) maintain and update its records. All employees of the Responsibility Center shall be trained (in a manner directed by the City Librarian) regarding the record systems, location of records and procedures governing retention, retrieval, disposition and destruction of records.

3. Storage and Space

Unless other instructions specific to certain records are provided:

a. Category 1.0 records shall be retained until superseded.

b. Category 2.0 records shall be handled under the SFPL Collection Management Policy. See Appendix B.

c. Categories 3.0 through 5.0 records should be placed in drawers. At the end of each calendar or fiscal year, all inactive files shall be packed in boxes, properly labeled, deemed "storage records" and stored in (designate area) so as to create space for new files. At the end of the retention period, inactive files in storage shall be discarded.

APPROVED AS TO FORM:

APPENDIX "A"

TYPES OF RECORDS

APPENDIX A

TYPES OF RECORDS

Title				Classification[3]	Description	Maintained By	Retention
1.0	Card catalog (excluding on-line			Inactive			
	1.1	Card catalog					
		1.1.1 Old cards		Permanent	Contents (in Brooks Hall)	Chief of Main	Permanently
		1.1.2 Departmental		Current	In Departments and branches	DH[4] or BL[5]	Until superseded
		1.1.3 On-line		Current	Software & hard copies	DH	Until superseded
	1.2	Shelf Lists		Current	Contents in depts. & branches	DH or BL	Until superseded
	1.3	Indexes		Current	Contents in depts. & branches	DH or BL	Until superseded
2.0	Collection						
	2.1	Books		Current	In Departments and branches	DH or BL	See CMP[6]
	2.2	Documents					
		2.2.1	U.S.(Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
		2.2.2	State (Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
		2.2.3	CCSF (Historical)	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
		2.2.4	Periodicals and Journals	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
	2.3	Films (16 mm)		Current/Storage	In Departments and branches	DH or BL	See CMP
2.4	Musical scores and manuscripts			Current/Storage	In Departments and branches	DH or BL	See CMP

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[3] Current, Storage (Inactive), Permanent, Essential/Historical or Nonessential Record

[4] Department Head

[5] Branch Librarian

[6] Collection Management Procedure: As required by current, storage, and essential record requirements. See Addendum D.

2.5	Photographs and paintings	Current/Storage	In Departments and branches	DH or BL	See CMP
2.6	Audiotapes	Current/Storage	In Departments and branches	DH or BL	See CMP
2.7	Videos	Current/Storage	In Departments and branches	DH or BL	See CMP
2.8	Compact Discs	Current/Storage	In Departments and branches	DH or BL	See CMP
2.9	Microfilms; microfiche; mircroforms	Current/Storage	In Departments and branches	DH or BL	See CMP
2.10	Vertical files (clippings, fliers, brochures)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.11	Archival files	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.12	CD Roms	Current	In Departments and branches	DH or BL	See CMP
2.13	On-line resources				
2.13.1	Databases	Current	In Department and Branches	DH or BL	Until superseded
2.13.2	Internet	Current	In Department and Branches	DH or BL	Until superseded
2.13.3	Digital images	Current	In Department and Branches	DH or BL	Until superseded
2.14	Computer records	Current	In Department and Branches	DH or BL	2 or 5 year
3.0	Administration				
3.1	Procedures				
3.1.1	Manuals	Current/Storage	In Department and Branches	Chief[7]	Until superseded
3.1.2	Memoranda	Current	In Department and Branches	DH or BL	Two-year
3.2	Policies and Directives				

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[7] chiefs of branches, Main or Technical. Services

	3.2.1	CompiledCurrent		In Office of Commission Sec.	Comm. Sec.	5-year
	3.2.2	Superseded	Current/Storage	In Personnel or CL[1] Office	CL or DH	Until superseded
	3.2.3	Administ.	Current	In Finance Office	CFO	As per controller
3.3	Budget					
3.4	Capital Improvements & Maintenance					
	3.4.1	Files	Current	In Operations Division	DH	2 or 5 yr.
	3.4.2	Reports	Current	In Operations Division	DH	2 or 5 yr.
	3.4.3	Bluprnts	Current	In Operations Division	DH	2 or 5 yr.
	3.4.4	Studies	Current	In Operations Division	DH	2 or 5 yr.
	3.4.5	Memos	Current	In Operations Division	DH	2 yr.
3.5	Personnel					
	3.5.1	Files	Current/Storage	In Personnel Office	DH	As per CCSF policy
	3.5.2	Announcements	Current	In Personnel Office	DH	2 yr.
	3.5.3	Training				
	3.5.3.1	Manuals	Current/Storage	In Personnel Office	DH	Until superseded
	3.5.3.2	Booklets Current		In Personnel Office	DH	Until superseded
	3.5.3.3	Files	Current	In Personnel Office	DH	2 yr.
	3.5.3.4	Videos	Current	In Personnel Office	DH	2 or 5 yr.
	3.5.3.5	Software Current		In Personnel Office	DH	Until superseded

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[1] City Librarian

3.6	Correspondence				
3.6.1	Files				
3.6.1.1	IncomingCurrent		In Department or Branch	DH or BL	2 yr.
3.6.1.2	OutgoingCurrent		In Department or Branch	DH or BL	2 yr.
3.6.1.3	Chron	Nonessential	In Department or Branch	Employee	No requirement
3.6.1.4	Personal Nonessential		In Department or Branch	Employee	No requirement
3.7	Public Records Requests	Current	In Department or Branch	DH or BL	2 yr.
3.8	Additional records		In Department or Branch	DH or BL	As appropriate
4.0	Projects				
4.1	Grants				
4.1.1	Applications	Current	In Finance Office	CFO	2 or 5 yr.
4.1.2	Files	Current	In Finance Office	CFO	2 or 5 yr.
4.1.3	Reports	Current	In Finance Office	CFO	2 or 5 yr.
5.0	Statistical Information				
5.1	Circulation	Current	In CL Office	CFO	2 yrs.
5.2	Loan	Current	In CL Office	CFO	2 yrs.
5.3	Library cards	Current	In CL Office	CFO	2 yrs.

APPENDIX "B"

SAN FRANCISCO CHARTER AND ADMINISTRATIVE CODE PROVISIONS REGARDING RECORDS MANAGEMENT

APPENDIX B

RELEVANT ADMINISTRATIVE CODE PROVISIONS

A. SAN FRANCISCO ADMINISTRATIVE CODE'S RETENTION REQUIREMENTS FOR LIBRARY RECORDS

In compliance with Sections 8.2, 8.3, 8.4 and 8.9 of the San Francisco Administrative Code, the City Librarian must prepare and present to the Library Commission a schedule for the systematic retention and destruction of library records.

Prior to destroying any record, additional approval is necessary in some cases by the: (1) controller for financial records; (2) City Attorney for records of legal significance; and (3) Retirement Board for payroll checks, time cards and related documents.

B. DEFINITIONS

1. **Records** defined. "Records" shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the Library in connection with the transaction of public business and may have been retained by the Library as evidence of the Library's activities, for the information therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County. (San Francisco Administrative Code, Section 8.1). Records shall be divided into the following four **classifications**:

a. **Current Records** defined. "Current records" are records which for convenience, ready reference or other reason are retained in office space and equipment of the Library.

b. **Storage Records** defined. "Storage records" are records which need not be retained in office space and equipment of the Library, but which must be, or should be, prudently preserved for a time or permanently in the facilities of a records center.

c. **Permanent Records** defined. "Permanent records" are records required by law or Commission action to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored in their original form or by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

d. **Essential Records** defined. "Essential records are records essential to the continuity of government and the protection of the rights and interests of individuals.

C. RULES

1. The City Librarian shall be responsible for classifying the Library's records as Current, Storage or Permanent records.

2. The City Librarian shall be responsible for the preservation and proper filing of papers, film or other Records of the Library and the ultimate disposition of the same in accordance with the applicable law.

3. The City Librarian shall be responsible for preparing a schedule for the systematic retention and destruction of Records.

a. Current records and Storage records may be destroyed five years after they were created if they have served their purpose and are no longer required for any public business or other public purpose, except that records pertaining to financial matters shall be destroyed only after approval by the Controller; those having legal significance only after approval by the City Attorney; and payroll checks, time cards and related documents only after approval by the Retirement Board. If requested by the Retirement Board, payroll checks, time cards and related documents shall be delivered to the Retirement Board instead of being destroyed.

b. Current records and Storage records less than five years old may be destroyed or otherwise disposed of if:

(1) their destruction or other disposition within a shorter length of time would not be detrimental to the City and County or defeat any public purpose; and if

(2).the City Librarian has prepared a definitive description of such records and the applicable retention period and set forth such information in a in a schedule for the systematic retention and destruction of records. Such document must be approved by the Library Commission, approved by the City Attorney as to records of legal significance, approved by the Controller as to records relating to financial matters, and approved by the Retirement Board as to time rolls, time cards, payroll checks and related matters.

c. Permanent records and Essential records shall not be destroyed or otherwise disposed of unless they are first microfilmed or placed on an optical imaging storage system and the original film or tape is placed in a State-approved storage vault and a copy is delivered to the Library. The paper record can be destroyed if all these conditions are met.

d. Before any book, document, photograph, map, architectural drawing, record, bond certificate, or other material of historical significance is destroyed, the following procedure shall be observed:

(1).. Such items shall be offered by the Library Commission to the San Francisco History Room of the San Francisco Library;

(2). Such items not accepted by the San Francisco Public Library may be sold by the office of the Mayor, together with copies thereof, under provisions of Section 8.12-2 of the Administrative Code;

(3). If the Public Library declines to accept said historical material, or if the office of the Mayor declines to accept such items for sale purposes, any remaining such historical material may be offered to an historical society.

(4). After all the steps outlined above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser. The sales contract must provide that the buyer guarantees to the satisfaction of the City Purchaser that the records will be shredded beyond identification or otherwise destroyed beyond identification or otherwise destroyed within a short period of time after taking delivery.

4. The public interest requires that Records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster (hereinafter referred to as "Essential records") be preserved against possible destruction by fire, earthquake, flood, enemy attach or other cause. It shall be the duty of the City Librarian to develop a program for the selection and preservation of those Essential records and duplicates thereof in the same manner as provided for the storage of Permanent records.

D. OTHER PREREQUISITES AND REQUIREMENTS

All state, federal and local laws requiring retention of records must be complied with irrespective of the Administrative Code's authorization for destruction.

APPENDIX "C"

STATE PROVISIONS REGARDING RECORD RETENTION

APPENDIX C

RELEVANT CALIFORNIA STATE PROVISIONS REGARDING RECORDS RETENTION

A. CALIFORNIA ATTORNEY GENERAL'S INTERPRETATION OF A "RECORD"

In 64 Ops. Cal Atty Gen. 317 (Opn. N. 80-1006), the Attorney General concluded:

> To summarize, we conclude that a "record" within the meaning of sections 6200 and 6201 as interpreted by judicial decisions, is properly defined as a thing which constitutes an objective lasting indication of a writing, event or other information which is in the custody of a public official and is kept either 1) because a law requires it to be kept or 2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

B. STATE CODES HAVING TIME REQUIREMENTS FOR RECORDS RETENTION

1. Government Code Section 34090's Two-Year Limitation:

Section 34090 of the California Government Code, which governs cities, provides that records may not be destroyed if they are less than two years old. The provision reads:

> Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a city division may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:
>
> (a) Records affecting the title to real property or liens thereon.
>
> (b) Court records.
>
> (c) Records required to be kept by statute.

(d) Records less than two years old.

(e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

2. Government Code Section 26202's Two-Year Limitation:

Section 26202 of the California Government Code, pertaining to counties, allow the board of supervisors to "authorize the destruction of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter." Records more than two years old which were prepared or received pursuant to state statute or county charter may be destroyed without photocopying them "if the board determines by four-fifths (4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes."

3. Exceptions to the Two-Year Retention Requirement

a. Duplicate Copies Exceptions:

Section 34090.7 of the California Government Coded provides:

> Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure under which duplicates of city records less than two years old may be destroyed if they are no longer needed.

Similarly Government Code Section 26201 permits county boards of supervisors to authorize "the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic reproduction of which is in the files of any officer or division of the county."

b. Microfilming or Alternate Means of Preservation Exceptions:

Government Code Sections 26205, applicable to counties, allows the boards of supervisors to authorize the destruction of records which are not expressly required by law to be file and preserved if they are first microfilmed or preserved on the county's electronic data-processing system, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.

Section 26205.1 authorizes a board of supervisors to provide for the destruction of non-judicial records prepared or received pursuant to a state statute or county charter or expressly required by law to be filed and preserved so long a s a copy is maintained for use of the public--either on microfilm, electronic recorded video production, or in the electronic data-processing system or any other medium which does not permit the alteration of the record.

Section 34090.5, applicable to cities, allows the city officer having custody of public records to destroy such records without the approval of the legislative body or the written consent of the city attorney if they are reproduced in accordance with certain conditions very similar to those of Section 26205.1.

APPENDIX "D"

COLLECTION MAINTENANCE POLICY

APPENDIX D

COLLECTION MAINTENANCE POLICY

POLICY: Librarians of the San Francisco Public Library ("SFPL") will weed materials collections in the main and branch libraries on a regular ongoing basis pursuant to the mission, goals and details of the SFPL Collection Development Plan.

RATIONALE: Regular and continual monitoring of the materials collections will insure that the library has up-to-date, changing and useful, and well-managed collections. Identifying items that hold an enduring value to the tradition and history of the community will provide a rich resource for the community to use and enjoy.

OVERVIEW: During the weeding process, items are systematically evaluated for discard, replacement, transfer, or repair based on standard professional library criteria. Factors that will influence the disposition of each item include (1) the acquisition and retention goals of the individual collections as stated in the SFPL Collection Development Plan; (2) the current program of service goals of the individual branch or main library department; (3) the existing or potential strength of the individual branch or main library department; (4) the existing or potential strength of the individual collection as it relates to the SFPL Collection Development Plan; and (5) the level of collection activity. While SFPL strives to hold copies of standard important works, SFPL (recognizing that retention of copies of all such works is neither possible nor desirable) does not attempt to replace every item withdrawn. Replacement materials will attempt to ensure sufficient, desirable coverage of the particular subject. Last copies are sent to subject specialists in the Main Library for review.

PROCESS: Specific details of the weeding process will be devised by the City Librarian or her designees to meet the needs of each individual collection as well as the needs of the aggregate of the collections which constitute the whole of SFPL material resources. Each weeding project is given careful consideration before the actual task begins. On-going weeding processes will follow these guides. Items will be systematically evaluated for discard, replacement, transfer or repair.

An item must meet specific criteria (e.g., sufficiently wide margins) to be considered for repair or binding. If a particular item does not meet the criteria for repair and conservation, or transfer, it will be considered for withdrawal based on the following factors:

a. Has the edition been superseded by a newer one?
b. Is the item worn, mutilated, or badly marked?
c. Does the system own multiple copies?
d. Is the content of quality and value?
e. Does the item, contain outdated or inaccurate information?

f. Is newer, more comprehensive, or more accessible material available?
g. How relevant is the subject matter to the community?
h. How often has item circulated?
i. Space considerations, particularly in branches.
j. Has the title been replaced in electronic format, available more universally or cheaply?
k. Do changing demographics of the community favor the retention or withdrawal of the item?

The decision to replace an item with an exact title match or within the subject area is based on the following factors:

a. Demand (or lack of demand) for specific titles and subjects.
b. Availability of specific title
c. Number of copies held systemwide.
d. Existing coverage of the subject within the collection.
e. Availability of newer, more comprehensive, or more accessible material.

Regina Minudri
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DRAFT 9/03/02

PUBLIC LIBRARY
Record Retention and Destruction Policy

The Public Library Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule. This policy supercedes all previous record retention and destruction policies issued by the Public Library.

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Public Library in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Public Library shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Public Library shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved indefinitely.

- Permanent records. Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed or placed on an optical imaging system, and special measures are followed. Admin. Code Section 8.4. Once these measures are followed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the Public Library. Examples of permanent records include audio/video recordings, agendas, notices, and minutes of Library Commission meetings.

- Essential records. Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include legal advice letters and opinions and policy memoranda.

Category 2: Current Records. Current records are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Public Library will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are Conflict of Interest Form 700 must be retained 7 years pursuant to Gov. Code §81009(e); Accident-Injury reports must be retained 5 years pursuant to 29 CFR 1404.6

- Where no retention period specified by law. Where no specific retention period is specified by law, the retention period for records that the department is required to retain shall be specified in the attached Record Retention and Destruction Schedule. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period. Examples of current records include financial records such as cash reports, bank reconciliation/statements, and budget documents.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records. Examples of storage records include agendas, notices and minutes of Library Commission meetings older than three calendar years.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. Code section 8.1 need not be retained unless retention is otherwise required by local law or by the attached Record Retention and Destruction Schedule. Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files.

With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead, it is up to the originator or recipient to determine when the document's business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

C. STORAGE OF RECORDS

Records may be stored in the Public Library's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Public Library's office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files and personnel files. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Public Library's office space or equipment, may be sent to the City's off-site storage facility or maintained in the Public Library's storage facility.

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the Public Library but which because of their age or research value may be of historical interest or significance. Historical records may not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.

E. PENDING CLAIMS AND LITIGATION

The retention period set forth in the attached record retention schedule shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim or litigation against the City. Once the Public Library becomes aware of the existence of a claim against the department, the Public Library should retain all documents and other materials related to the claim until such time as the claim or subsequent litigation has been resolved. When the Public Library has reason to believe that one or more other departments also have records relating to the claim or litigation, those departments should also be notified of the need to retain such records.

APPROVALS

Approved by San Francisco Public Library Commission:

Charles Higueras, AIA
Commission President

Date Approved
Public Library Commission

Approved as to Records Relating to Financial Matters:

Ed Harrington
Controller

Controller Staff

Date Approved

Approved as to Records of Legal Significance:

Dennis J. Herrera
City Attorney

Deputy City Attorney

Date Approved

Approved as to Records Relating to Payroll Matters:

Clare M. Murphy
Executive Director
Retirement System

Date Approved
Retirement Board

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

DRAFT
9/03/02

Department Name: Public Library

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration	General and Administrative	Administrative Records-miscellaneous	2	2 years	2 years	0	
Administration	General and Administrative	Annual Reports	1	Permanent	Permanent	0	
Administration	General and Administrative	Audit Reports	1	Permanent	Permanent	0	
Administration	General and Administrative	Calendar, Prop G	4	2 years	2 years	0	Required by Admin. Code §67.29-5
Administration	General and Administrative	Chronological Files	4	2 years	2 years	0	
Administration	General and Administrative	Comments & Suggestions Forms	2	5 years	5 years	0	
Administration	General and Administrative	Conflict of Interests Form 700	2	7 years	7 years	0	Gov't Code 81009(e)
Administration	General and Administrative	Correspondence, miscellaneous	2	2 years	2 years	0	
Administration	General and Administrative	Grant Resolutions/Files	1	5 years	5 years	0	
Administration	General and Administrative	Legal Advice	1	Until superceded	Until superceded	0	
Administration	General and Administrative	Manuals	2	Until superceded	Until superceded	0	
Administration	General and Administrative	Correspondence from other City Departments	2	2 years	2 years	0	
Administration	General and Administrative	Policies and Procedures	1	Until superceded	Until superceded	0	

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration	General and Administrative	Public Information Requests	2	5 years	5 years	0	
Administration	General and Administrative	Statistical Information	2	5 years	5 years	0	
Commission	Commission	Agendas, Notices & Minutes of Commission Meetings	1	Permanent	3 years	City Archives	
Commission	Commission	Audio/Video recordings of meetings of policy bodies	1	Permanent	3 years	Gov't Info. Center	Admin Code §67.14
Commission	Commission	Commission Correspondence	2	3 years	3 years	0	
Commission	Commission	Conflict of Interest Form 700	2	7 years	7 years	0	Gov't Code § 81009 (e)
Commission	Commission	Policy Manual	2	Until superceded	Until superceded	0	
Commission	Commission	Public Information Requests	2	3 years	3 years	0	
Commission	Commission	Resolutions	1	Permanent	3 years	Archived	
Finance	Financial	Bank Reconciliation/ Statements	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Blanket Documents	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Budget Documents	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Cash Reports	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Cash Receipts	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Contracts	2	20 years + term of agreement	3 years		
Finance	Financial	Employee Expense Claims	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Gift Files	2	5 years after applicable fiscal year	3 years after term	2 years	
Finance	Financial	Grant Files	2	5 years after applicable fiscal year	3 years after term	2 years	
Finance	Financial	Journal Entry Adjustments	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Payment Documents/Invoices	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Petty Cash Records	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Purchase Order Documents	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Resolutions/Ordinances	2	5 years after applicable fiscal year	3 years	2 years	
Finance	Financial	Requests for Proposals (RFPs) & Requests for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years	2 years	0	
Finance	Financial	RFP Scoring Records	2	2 years	2 years	0	Admin Code §67.24 (e)

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Human Resources	Personnel	Accident-Injury Reports	2	5 years	5 years	0	29 CFR 1904.6
Human Resources	Personnel	Chronological File	2	5 years	5 years	0	
Human Resources	Personnel	Classification	1	Permanent	Permanent	0	
Human Resources	Personnel	DHR Rules	2	Current	Until superseded	0	
Human Resources	Personnel	Discrimination & Harassment Complaints	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	
Human Resources	Personnel	Employee Handbook	2	Current	Until superseded	0	
Human Resources	Personnel	Family Medical Leave Act Records	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	3 year minimum Required by Fair Labor Standards Act §11 c
Human Resources	Personnel	Grievance File & Log	2	Current or 5 years after separation	Current or 5 years after separation	0	Unless employee has pending case
Human Resources	Personnel	Inactive Personnel Files	3	5 years after final separation	5 years after final separation	0	Unless employee has pending case
Human Resources	Personnel	Injury/Illness Prevention Plan	2	Current	Until superseded	0	
Human Resources	Personnel	Job Announcements	1,2	Permanent	Permanent	0	SFPL: Permanent; Others: until due date of application
Human Resources	Personnel	Job Applications	2	1 year	1 year	0	
Human Resources	Personnel	Job Descriptions	2	Current	Until superseded	0	
Human Resources	Personnel	Leave Request Track File	2	1 year	1 year	0	
Human Resources	Personnel	Medical Files	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	
Human Resources	Personnel	Misc. Subjects	2	10 years	10 years	0	
Human Resources	Personnel	MOU/SEIU Contract	1	Permanent	Until superseded	0	
Human Resources	Personnel	Payroll Reports	2	5 years	5 years	0	Secure permission from SFERS prior to destruction
Human Resources	Personnel	Performance Evaluation Tracking File	2	Current	Current	0	Until employee separates
Human Resources	Personnel	Personnel Files	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	
Human Resources	Personnel	Personnel Office Notes	1	Permanent	Permanent	0	
Human Resources	Personnel	Personnel/DHR Forms	2	Current	Until superseded	0	
Human Resources	Personnel	Reassignment Requests	2	1 year	1 year	0	
Human Resources	Personnel	Reduced Work Schedule	2	Current	Current	0	Until employee separates

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Human Resources	Personnel	Request to Hire PT Pages	2	1 year	1 year	0	
Human Resources	Personnel	Retired Employees List	1	Permanent	Permanent	0	
Human Resources	Personnel	SFPL Policies/Regulations	2	Permanent	Until superseded	0	
Human Resources	Personnel	Staff Badge List	2	Current	Current	0	Until employee separates
Human Resources	Personnel	Time Rosters	2	5 years	5 years	0	Secure permission from SFERS prior to destruction
Human Resources	Personnel	Time Sheets	2	5 years	5 years	0	Secure permission from SFERS prior to destruction
Human Resources	Personnel	Warrant Transmittal Forms	2	1 year	1 year	0	
Human Resources	Personnel	Worker's Compensation	2	Lesser of 50 years or life of employee	Lesser of 50 years or life of employee	0	Title 8 Cal. Code of Regulations, Section 10102
Operations	Capital Improvements	Blueprints	1	Permanent	Permanent	0	
Operations	Capital Improvements	Files, Memos & Reports	2	5 years	5 years	0	
Operations	Administrative	Claims Against City (Library Copy)	2	2 years	2 years	0	
	Card Catalog	Old Cards	1	Permanent	Permanent		Contents in Brooks Hall
	Card Catalog	Departmental	2	Until superceded	Until superceded	0	In Depts & Branches
	Card Catalog	Shelf Lists	2	Until superceded	Until superceded	0	In Depts & Branches
	Card Catalog	Indexes	2	Until superceded	Until superceded	0	In Depts & Branches
	Collection	Books & Other Materials	1, 2	See Collection Maintenance Policy	See Collection Maintenance Policy	0	
	Collection	State & Federal Documents	1, 2	As required by gov't guidelines	As required by gov't guidelines	0	
	CCSF Archives	Archival Files	1	Permanent	Permanent	0	SF Admin Code 8.7

DRAFT

San Francisco Public Library Commission
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issioners

Susan Hildreth
ity Librarian

Michael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, August 6, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, August 6, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4: 07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Streets, and Strobin. Commissioners Chin and Steiman were reported excused attendance.

AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth informed the Commissioners that the Library's 2000/01 Annual Report, prepared jointly with the Friends and Foundation, was now available. Ms. Hildreth lauded the hard work of Library Community Affairs Chief Marcia Schneider and her staff in preparing the report. The City Librarian then informed the Commissioners concerning recent Library statistics citing increases in circulation from 5.4 million to 6.3 million items. Additionally, the City Librarian informed the Commission that both the daily gate counts at the Main Library and the use of reserves throughout the Library system had dramatically increased during the past year. Ms. Hildreth next reported to the Commissioners concerning a Friends and Foundation allocation of $125,000 for additional artwork for the new Ocean View Branch Library. Ms. Hildreth noted that three proposals for the artwork would be on view at the Branch from August 2-22 and that a selection, based on community input, would be made at an August 26th community meeting. The city Librarian then informed the Commissioners concerning the details of the plans to replace a damaged retaining wall while preserving a much-loved tree at the Presidio Branch Library. Ms. Hildreth the provided the commission with a update on upcoming exhibits at the Library.

Public comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

An anonymous member of the public regretted lack of availability of a written report on the Library statistics and questioned the sources of the funds used to pay for the new art work at the Ocean View Branch Library, noting that it was not a Prop. A (Branch Library Bond 2000) project. Mr. Peter Warfield echoed the request for a written report on the Library statistics, expressing disappointment that they were not available in advance, and commented that he was surprised that the Annual Report was not noted in the meeting agenda. Mr. Warfield also expressed puzzlement that the report was a combined report by the Library and its Friends and Foundation, that he believed to be separate organizations.

Commission comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

In response to questions by President Higueras, Ms. Hildreth discussed the reasons staff had identified for the large increases in uses of reserves and why the surplus funds remaining from the Ocean View Branch Library Capital Campaign had been allocated, as the community had wished, for additional public art. Ms. Hildreth also noted that other surplus Ocean View Branch Capital Campaign funds had been used for additional equipment for the branch as well as computer training. Commissioner Coulter pointed out that increased use of the Library reflected both recent economic difficulties as well as the post 9/11 mood of the public. Commissioner Coulter praised the dedicated hard work of Library Community Affairs Chief Marcia Schneider and Friends and Foundation Executive Director Martín Gómez in producing the very useful joint 2000/01 Annual Report. Commissioner Coulter also called attention to the hundreds of programs, exhibits and civic activities held at the library each year, noting their important contribution to the betterment of the community. In answer to additional questions by President Higueras, Ms. Hildreth reported that there was increased interest among library professionals in seeking positions with the San Francisco Public Library. Ms. Hildreth then informed Commissioner Streets concerning the public art approval process used by the Arts Commission to create artwork for the branch libraries. Commissioner Streets requested that a report on the Library statistics be provided.

AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

The City Librarian outlined in some detail the extensive process staff had employed to consider and review the potential options to replace the Library's current online systems. Deputy City Librarian Paul Underwood then reported on the work provided by Library consultant Diane Mayo, Library Automation and Technical Services Chief Vivian Pisano, and Deputy City Attorney Chris Hiyashi in preparing the request for proposals (RFP) documents outlining the library's needs in a new ILS (integrated Library System). Mr. Underwood then took the Commissioners through a step by step review of how the RFP (Request for Proposals) process was conducted since going out on January 2nd until proposals were received on March 15th, and then evaluated and scored by staff. The Deputy City Librarian reported that Innovative Interfaces, the Library administrations recommended choice was both the high total point scoring proposal as well as the highest ranking in each category choice and was within the $1.8 million budget proposed for the new system. Mr. Underwood noted that recommendation for a separate proposal for the Library for the Blind and Print Disabled to be awarded to Keystone Library System was made in understanding that they and Innovative Interfaces would collaborate in developing the Library's new online system. The Deputy City Librarian noted that migration to the new system would begin at the end of 2002 and was expected to be completed by mid-2003.

Library Consultant Diane Mayo outlined the very central role that library staff had played in developing the request for proposals (RFP) for the new system as well as the extensive staff involvement in evaluation of the proposals received in response to the RFP. Ms. Mayo noted that the demonstration scripts for the proposing vendors were based on staff proposals.

Additionally, Ms. Mayo reported other library staff had participated in a series of demonstrations of the proposed systems and staff made site visits to other libraries using systems proposed by the vendors to gather information about them. Deputy City Librarian Paul Underwood then outlined the work of the Business Review Panel, composed of senior library staff and a representative from the Department of Information and Technology Services (DTIS), that had evaluated the potential business longevity of the vendors, and taken a longer term view of where the Library might want to go with such systems in the future. Mr. Underwood further noted that the Business Review Panel also evaluated potential to meet customer service needs and conducted a structured cost evaluation of each of the proposals. The Deputy City Librarian reported that throughout this process multiple sources of input were sought; including independent input from members of the public and various panels composed of library staff. He noted that the scoring for each of these reviews was not added up until the process was completed so that previous scoring would not influence later reviews. Mr. Underwood commented that Innovative Interfaces was the winner on every level, except lowest cost.

Library Automation and Technical Services Chief Vivian Pisano then presented an overview of the work of the various staff panels, calling attention to the 8 topical panels and the 55 staff review committees. Ms. Pisano noted that representatives from DTIS and the Purchasers Office participated to provide specific expertise related to specialized aspects of the various proposals. Ms. Pisano additionally pointed out that there were extensive StaffNet postings on proposal information and emailed comments were solicited from Library staff.

Public comment on AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

An anonymous member of the public expressed appreciation at the attention devoted to this purchase in contrast to some in the past, but found the report lacking in sufficient detail and leaving many important questions unanswered. This person suggested that the result resembled a black box test leaving no way to really evaluate the weak or strong points that lead to the conclusions reached. Mr. Peter Warfield pointed to his long interest in issed related to the library's online systems and expressed concern with lack of specific information about how the results were achieved. Mr. Warfield suggested that Commission acceptance of this proposal constituted a granting blank check approval of a new system without any guarantee that the Library Commission would address the matter again. Mr. Warfield further observed that the public was not as involved in making this choice and suggested that the Library had failed to meet the legal requirements. A second anonymous member of the public expressed concern with different systems for the Library for the Blind and the regular systems noting that many individuals who come to the Main Library and the branches while not classified as disabled have difficulty in using a mouse

Commission comment on AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

In response to questions by Commissioner Coulter, the City Librarian outlined in some detail how the public input into the evaluation of the proposed systems was gathered. The City Librarian also called attention to the issues raised and constraints the City Attorney had mandated for the process used to gather public input into the review process. Ms. Hildreth also noted members of the public who had participated in the review process included: representatives from the Council for Neighborhood Libraries; the Friends and Foundation; college students;, and general library users. She suggested that those participating had provided a good cross section of Library users. The City Librarian further reported that there was opportunity for members of the public to offer comments through the Library's website. In response to additional question by Commissioner Coulter concerning the participation by blind and printer disabled users in the process the Ms. Pisano and Ms. Mayo discussed in some detail how specific input was gathered to make sure that the new systems addressed the special needs of disabled library users. In particular, Ms. Mayo noted that most requests submitted by blind or print disabled users was in written form and was generally handled by Library staff. Ms. Mayo noted that the system proposals included a capacity to be read by enlargers and that in most of these situations it would be staff that would use the interface. In response to Commissioner Coulter's question about how well disabled users might like the new system, the City Librarian noted that access staff would be very actively involved in making sure that the new system functioned well for the disabled. Ms. Mayo pointed out that there were only two options, the existing system that would not continue to be available or the proposed new one. In response to a question by Commissioner Coulter, the City Librarian and Deputy City Attorney Chris Hiyashi confirmed that it had been a fair and legal process and that the Library had fulfilled all legal requirements in processing this matter. In answer to a query by President Higueras, the City Librarian noted that the scoring sheets were available and could be accessed through the Library Commission Office. In response to additional questions by President Higueras, Ms. Hildreth informed the Commissioners concerning Innovative Interface's standing in the industry and regarding how well the proposed new system could address the very diverse and challenging needs of the multicultural communities which the Library serves. In response to a question by Commissioner Bautista concerning library staff members who had participated in the evaluation process, the Deputy City Librarian provided an overview of the professional expertise and diverse, ethnically, and gender balanced representation from all parts of the Library's staff that participated in the ILS needs assessment and review of the proposals process. The City Librarian noted that with the exception of the Business Review Panel, line staff had done all of the reviews. In response to a question by President Higueras, Deputy City Attorney Chris Hiyashi noted that while not required, the Commission could include a final review and authorization by the Library Commission before the negotiated contract was signed. In response to questions by Commission Streets, George Nichols, Library Finance Director discussed the financial breakdown of contract costs as well as discussed the Library's evaluation of the financial health of the companies proposing the new system. In answer to additional questions by Commissioner Streets, Mr. Nichols discussed how the Library proposed to address the ongoing maintenance costs of the new system. In response to a query by Commissioner Bautista, Mr. Nichols reported that the costs were included in the Library's Budget. The City Librarian commented that no increase in system maintenance costs was expected from the migration to the new system.

Number of members of the public who spoke anonymously at this meeting:: 2

Responding to other questions by Commissioner Bautista, Ms. Hildreth discussed further details of what the Library would get through the proposed contract and outlined the hardware, software and staff training included. The City Librarian noted that migrating to this new system much will be a much less complex task than that which the Library had experienced in moving to the current online system. Deputy City Librarian Paul Underwood noted that the request for proposal specifications had been designed specifically to increase ease of use and reduce the Library backhouse staff workload.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets to authorize the City Librarian to enter into negotiations with the highest ranked proposers, Innovative Interfaces and Keystone Library Automation System for a new ILS (Integrated Library System) and to bring the negotiated contract to the Commission for its review.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

Public comment on AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

An anonymous member of the public pointed out that Commissioner Coulter's arrival at the meeting was not noted, as it should be in the Minutes. This anonymous member of the public remarked that they had they had not literally meant it when they said that they did not have an infinite capacity to sue the Library, that their lawsuits were multiplying, and that these minutes were an issue as they were two months late, had not been posted within 10 days as required. This individual found that a City Attorney's letter of explanation of the Commission Secretary's illness was an insufficient response. This person commented that as this was a legally mandated function it should not be left to happenstance. Mr. Ed Regan reported that his reported comments had been accurately reflected. Mr. Peter Warfield commented that he had experienced difficulty in getting information from the Commission office and that some back up should be provided when staff was unavailable. Mr. Warfield found that these minutes were not accurate citing the absence on page 5 of comments he had made related to money for books and public funding for books.

Commission comment on AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

President Higueras apologized for the delay in making the draft Minutes available but noted that they were a report of what occurred at the Library Commission not a transcription of its meetings. Commissioner Bautista suggested that members of the public who wanted a more detailed report of their comments could submit written public comment statements for attachment to the Minutes. Commissioner Coulter requested that his presence from beginning of the meeting be noted in the approved Minutes

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Minutes of June 4, 2002 as corrected.

ACTION: AYE 5-0 (Aye-Bautista, Coulter, Higueras, Streets, and Strobin)

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

AGENDA ITEM #4 APPROVAL OF THE JUNE 4, 2002 MINUTES

Public comment on AGENDA ITEM #4 APPROVAL OF THE JULY 2, 2002 MINUTES

An anonymous member of the public took note of the Commission President's apology for the lateness of the Minutes. This individual additionally remarked that they made use of written public comment summaries but that these related only to their comments and that comments of others should be accurately reported in the minutes. This person commented that while a transcription was not expected getting a sense of what occurred was; citing remarks on page 6 attributed to Commissioner Coulter which this person felt did not reflect what had been said and thus would not inform a future reader about what the issues were about or explain Commissioner Coulter's vote against the proposal under discussion. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield observed that the Commission's Minutes carried a weight that citizens comments did not and that therefore it was important that the Commission Minutes accurately reflect public comment. Mr. Warfield cited a number of his comments as not accurately reported related inventory refreshment, objections to purging of the records of items inactive for two years, the need to consider repurchase of missing books, and his concerns that expenditures for books receive appropriate Prop. E (Library Preservation Fund 2000) funding.

Commission comment on AGENDA ITEM #4 APPROVAL OF THE JULY 2, 2002 MINUTES

Commissioner Coulter suggested that his page 6 remarks be expanded to include mention that he had been contacted by some Glen Park neighborhood residents with concerns with the proposed project, but that at the time had not yet had a chance to meet with them, and had therefore suggested a delay in approval of the project until their concerns could be heard.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the Minutes of July 2, 2002 as amended.

ACTION: AYE 5-0 (Aye-Bautista, Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, called the Commissioners' attention to the Friends & Foundation's Great Annual Book Sale, this year occurring on September 8-12 at Fort Mason. Mr. Gómez noted that this book sale was the largest west of the Mississippi and was a major revenue source for the Friends & Foundation support for library programs. Mr. Gómez noted that they expected to process more that 4,500 boxes of books during the sale as well as make books available to community organizations at no cost.

Public comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public called attention to the fact that the Annual Report made available by Library was a joint document with the Annual report of the Friends & Foundation, and commented that this would be perceived differently by different people.

This person remarked that while they had often wondered who would bell the proverbial cat of the unfortunate relationship between these two organizations that they were gratified that in this report the cat had belled itself.

Commission comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

President Higueras thanked Mr. Gómez and noted that the Commissioners looked forward to the success of the Annual Book Sale.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

President Higueras proposed that the Commission calendar a discussion of the city contracting process to gain a better understanding of what was involved as well as what was required. Commissioner Streets suggested that this would better enable the Commissioners to understand the city/library process and find ways to improve how the Library delivered services.

Public comment on AGENDA ITEM #7 NEW BUSINESS

None offered.

AGENDA ITEM #8 PUBLIC COMMENT

An anonymous member of the public suggested that Commission Coulter's question regarding the legality of the ILS process had not been answered. This individual then called attention to the proposal that all Californians join in reading The Grapes of Wrath, expressing a hope that this would not be seen as an opportunity to seek a grant, and observing that this book addressed their concerns with the social problem they identified as the verandah factor creating obstacles to full participation in our society. This person then cited two famous oft quoted passages from the novel, and recited the one featured in the famed film version of the book, noting we are all Tom Joad. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally suggested looking into having so many McNaighton books in the library's collections, suggesting that many were unneeded fiction duplicates that could be removed to make room for non-fiction books. A 2nd anonymous member of the public commented that they wished to speak anonymously because they had been misquoted in the past and raised concern with the planned removal of dumb terminals, noting that they were the only access to the catalog for many people. This 2nd Anonymous member of the public further remarked that as the card catalog no longer was available, the only alternative would be to ask a librarian for assistance, noting that this was not a satisfactory situation and therefore a source of great concern. Mr. Peter Warfield thanks the Commissioners who had asked questions regarding the Integrated Library System (ILS) proposal and suggested that public comments about it had not been heard. Mr. Warfield found that the public process offered excluded effective public participation and left many questions unanswered. He noted that he had participated in a June 10th public review session but that many issues had not been addressed, nor had the RFP process allowed for public scoring of the proposed systems.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned in memory of the late Dorothy Terhar, a retired Librarian, and the late sculptor George Ricky.

Public comemnt on AGENDA ITEM #9 ADJOURNMENT

Mr. Peter Warfield called attention to the recent passing of retired San Francisco librarian Dorothy Terhar, and the late George Ricky, an internationally famed sculptor and creator of the "Tilting Ls" sculpture displayed outside the Larkin Street entry of the Main Library

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:37PM.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary,
100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Michael Housh, Commission Secretary 8/20/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 2

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 1:
City Librarian's Report

"I am gratified to hear that there was a report on the performance statistics of this library. I regret that it is not in writing so that we can absorb these statistics with some thoughtfulness.

With respect to the Ocean View art project, I did not hear where the money for this was coming from. It is not one of the Prop. A remodeling, so where the money is coming from is of the essence. Perhaps I just missed it. I hope so."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 2:
ILS (Integrated Library System) Authorization to Negotiate

"It is gratifying that this seems to be the central item on the agenda. It is recognition of the crucial importance of this to our library. This is in stark contrast to purchases in the past that have been left to happenstance.

This report is not of sufficient detail. We are told this vendor scored the highest, but we don't know why, or what the strong points were that really sold the system. We don't know that the evaluation was in crucial areas like user interface, adaptability, etc.

This is like a 'black box test' where the only evaluation is of data and results without reference to what happened in between. You have information on the panels with a great deal of overlap, but you don't have the detail before you. Most importantly you don't have a way to assess the strong and weak points that lead to the conclusion."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 6, 2002

Item 3:
Approval of the Minutes of the Meeting of June 4, 2002

"Mr. Coulter is not listed as present but he is listed as voting for adjournment. I don't remember when he arrived, but that is why we have minutes.

Some ago I said that I did not have an infinite capacity to sue. I meant it philosophically. It seems that someone is test my ability to sue because lawsuits are multiplying. These minutes are a subset of the controversy.

These minutes are over two months old. You are required to provide draft minutes within ten working days.

A nice letter from the City Attorney's office explained that Mr. Housh was really sick. But are we saying that when someone is sick we let work pile up on his desk so that he has to face it all when he gets back. It is only the legally mandated function that is treated this way. It should not be left to happenstance."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 6, 2002

Item 4:
Approval of the Minutes of the Meeting of July 2, 2002

"The apology of the president of the lateness of the minutes is duly noted.

I make use of the citizen summaries but they only relate to what I say and other people's statements should be accurately reflected in the minutes.

For example, on page six Mr. Coulter is described as urging a delay in the vote.

What Mr. Coulter said was a fascinating statement that it is a serious concern when people feel we are 'pulling one' on them. He also said, 'People get pretty irritated and motivated if they think you are trying to mess with them and I think we are better off to sit with them and hear them out.'

We don't expect a transcription, but we don't find a general sense of Mr. Coulter's comments there so that someone can later tell what the issue was about and why Mr. Coulter voted against that proposal."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 6, 2002

Item 5:
Friends and Foundation Report

"I hope this is a chance to comment on the fact that the Annual Report of the Library for the City and County of San Francisco and the Annual Report of the Friends & Foundation is the same document.

I think that will be perceived differently by different people. One of the things that I talk about when I discuss this library with my friends is, Who will bell the cat?

I am gratified to learn that the cat has now belled itself. The fact that such a document exists makes all too clear the unfortunate relationship between these two organizations.

Who will bell the cat? It belled itself."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 6, 2002

Item 8:
Public Comment

"I hope Mr. Coulter recognized that when he asked about the legality of the ILS proposal, what he got was a non-answer.

There is a proposal that all Californians read "The Grapes of Wrath" by John Steinbeck. I hope that we will not just use it as an occasion for grant money.

It is a book which addresses forthrightly the problem (which I call the 'veranda factor') of the self-serving obstacles to full participation in our society.

There are two famous scenes. One you will have to ask a librarian about. The other is point where the quotation appears about, 'Well, maybe like Casy says, a fella ain't got a soul of his own, but on'y a piece of a big one . . . Wherever they's a fight so hungry people can eat, I'll be there. Wherever they's a cop beatin' up a guy, I'll be there. . . .'

We are all Tom Joad."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library System – Vendor Recommendation

DATE: August 1, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System (ILS) on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP. Three vendors' proposals, epixtech, Innovative Interfaces, and SIRSI, were for the complete Integrated Library System. One vendor, Keystone Library Automation System, proposed a solution for the Blind and Print Disabled module only, which was separately evaluated.

Between March 15 and July 29, 2002, an intensive and detailed evaluation of the vendors' proposals was completed, as outlined on pages 93-95 of the RFP. The total number of points available for all stages was 175.

Evaluation Process

A summary of evaluation components is outlined below:

Expert Reader Panel	50 points
Demonstration Evaluation Panel	35 points
Site Visit Panel	15 points
Business Review Panel	50 points
Cost/Fee Proposal	25 points
Total	**175 points**

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)
Ten panels comprised of staff members and one representative from another Bay Area public library system have reviewed and scored designated portions of the application functions described in the vendors' proposals.

The panels included:
- General Functions;
- Authority Control, Cataloging and Inventory;
- Acquisitions and Serials;
- Community Information and Digital Files;
- Circulation and Homebound;
- Online Public Access Catalog (OPAC);
- Blind and Print Disabled;
- Standards;
- Configuration; and
- Technical Issues

Demonstration Evaluation Panel (35 points)
Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The first set of demonstrations occurred the week of May 20, 2002 and were followed by a second set of demonstrations the week of July 22, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form.

Site Visit Panel (15 points)
The Site Visit Panel, comprised of staff, visited public libraries that have installed systems of each of the vendors and rated the performance and dependability of the systems. This process was completed the end of June 2002.

Business Review Panel (50 points)
The panel included San Francisco Public Library managers and one outside representative (from Department of Telecommunications and Information Services).

The panel rated the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)
The vendor that proposed the lowest cost to the city (x) received 25 points. The other cost proposals received x/y* 25 points.

Public Input
In addition, public input in this process was encouraged. On June 18th, members of the public reviewed the vendors' products in the fifth floor Training Room of the Main Library. An information form was available for participants to complete on each vendor's product package. The information forms were forwarded to the Site Visit Panel as additional input. Points from the public input process were included with the points of the site visits of the Site Visit Panel.

Additionally, the library's homepage had links available as of June 4 that allowed anyone to access each of the vendors' product packages via the web. No information could be gathered from this feature, as determined by the Office of the City Attorney.

Recommendations

1. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract for replacement of the existing online system with Millennium, the Integrated Library System solution provided by Innovative Interfaces, located in Emeryville, California. Innovative Interfaces achieved the highest score of the three ILS vendors.

2. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract with Keystone Library Automation System, located in Raleigh, North Carolina to provide the Blind and Print Disabled module that will coordinate with Innovative Interfaces' Millennium software. Keystone Library Automation System achieved the highest score for the Blind and Print Disabled module.

The costs associated with these recommendations, including maintenance costs for three years, will not exceed the $1.8 million budgeted for replacement of the Integrated Library System.

The timeline to begin detailed planning for conversion is scheduled to begin in November 2002, with migration occurring in mid-2003. The Library is currently on schedule for the master timeline for this project.

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SAN FRANCISCO
PUBLIC LIBRARY

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, September 19, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of August 15, 2002.
Explanatory document: draft Minutes

2. MISSION BAY BRANCH DESIGN RECOMMENDATION — ACTION
Presentations by the design team and the peer review panel, discussion, and possible action to approve a design concept for the Mission Bay Branch Library.

3. NEIGHBORHOOD HALL OF FAME — DISCUSSION
Presentation on and discussion of a proposal that branch libraries role as keepers of neighborhood history be formalized with the creation of a Neighborhood Hall of Fame honoring those who have contributed significantly to the civic life of their neighborhood and the City.
Explanatory documents: Hall of Fame concept paper.

4. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT — DISCUSSION
Presentation and discussion of an update report on POE related Main Library projects .
Explanatory document: POE activity & funding report

5. PURCHASE & SALE AGREEMENT- 190- 9TH STREET — ACTION
Presentation of, discussion of, and possible action to endorse and recommend that the Board of Supervisors approve a proposed Purchase and Sale Agreement for 190 – Ninth Street as the location for the Library Support Services Center.
Explanatory document: 190 – 9th Street site acquisition documents

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

6. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*:

Explanatory documents: current Bond Program Budget and detailed schedules,

7. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. ADJOURNMENT (requires motion and public comment) ACTION

9/12/02 - M.Housh, Commission Secretary

A concept paper

San Francisco
Neighborhood Hall of Fame

The heroes we honor and their stories say a lot about what we think is important. San Francisco, a city of great neighborhoods, fractious politics and rich, colorful history, has many fascinating stories often focused on the famous, the scandalous, the charismatic, the characters who entertain. Yet what makes a colorful story may not be what makes a great city or neighborhood.

We are proposing to develop a process to find, honor and archive the stories of those who build social connectedness, go across class, ethnic, religious and racial lines, foster mutual respect, make neighborhoods more livable, civil, friendly and enjoyable, and promote a belief that we are all in this together. This is neighbors ***building-community***, seeking to make a difference for the ***common good***. We suspect that such accomplishments are less the work of celebrities and more the everyday efforts of average people seeking to make their collective lives better. Finding these people, both contemporary and historical, honoring them and archiving their stories are the goals of this proposal.

The ***San Francisco Public Library*** believes that a process to find them, public dialogue about what we value and a new historical resource could develop a new appreciation and respect for those whose uncommon efforts for the common good have stabilized, enriched and elevated our communities and quality of life. We don't know who they are but suspect that if we did, the City would be better for it.

We are looking for partners in this endeavor as well as ideas from the public on how to shape the program and bring it to life.

Why the Library?

This program proposal is about *neighborhoods*. There may be no institution more quintessentially neighborhood than branch public libraries.

The public library, serving every neighborhood, is a keeper of local history. Officially SFPL is the legal archive of City records making it the de facto City historian. Some branches have community archives. ***The Daniel E. Koshland San Francisco History Center*** at the Main Library has an extraordinary collection of books, magazines, photos, letters and memorabilia telling the stories of people and events from the earliest inhabitants to the present. The popular

Shades of San Francisco is a community history photo collection that will hopefully work its way through all neighborhoods.

San Franciscans make more than 6 million visits to their 26 branches and the Main every year, reading, borrowing and accessing millions of books, periodicals and databases. Eleven thousand public programs---from children's storytelling to adult literacy classes to public debates on major societal issues---draw in at least 200,000 more.

Public libraries in San Francisco are often points of stability in changing neighborhoods, common ground open to everyone, where people of all ages, backgrounds and abilities are welcome to browse, learn, find inspiration, talk to neighbors, access vast stores of data, or simply find a quiet space to read.

The Library believes that it can use this unique position to launch a constructive public discussion on community-building and, with public help, develop a process to identify and honor heroes who reflect those values.

Honoring Neighbors Who Made a Difference.

This paper is a conceptual document outlining the philosophy and key aspects of the proposed new program. Intentionally, we are taking a non-traditional approach. Normally new programs are announced with details worked out. In this case we are announcing a concept and encouraging public input to develop its features. This is intended to enrich the program with good ideas we have not considered and to encourage the community-building nature of the program itself.

We are looking for partners---civic, philanthropic, academic, neighborhood, historical groups and others---who can help shape and manage it and who have the capacity for long-term engagement.

As this paper circulates, interested parties are urged to contact the Library Commission, Library Public Affairs staff or branch librarians and staff to express their ideas. They can also attend the first public hearing on this idea that will be held Thursday, September 19, 2002, in the Main Library at Civic Center. *(See contact and meeting information at the end of this paper)*.

The San Francisco Neighborhood Hall of Fame.

There are ***Halls of Fame*** for baseball, football, tennis and volleyball. The *Rock n' Roll Hall of Fame* celebrates great entertainers. These honor people who do certain things for a living, often a very good living. We are proposing something quite different.

The ***San Francisco Neighborhood Hall of Fame*** will honor those who have made our city and neighborhoods better, perhaps by crossing racial, ethnic, class, religious or other boundaries to bring us together as a community.

Many San Franciscans do extraordinary things. Some are well known, some are rich, some are elected, but most do their good work quietly and rarely get recognition beyond their circle of friends. This latter group is our focus, volunteers, community leaders, individuals and organizations working selflessly to improve our quality of life, whose stories may inspire others and help us develop a record of community building in action.

We believe this good work is important to the civic life of San Francisco and needs greater recognition and documentation. The achievement could be in any number of areas---education, parks, libraries, safety, art, health, literature, environment, historic preservation, racial or religious harmony—or any other area that enriches neighborhood and civic life.

We might honor not only efforts that succeeded but also efforts that failed to reach all their goals yet were done for the right reasons and offer valuable lessons for future efforts.

The name ***Neighborhood Hall of Fame*** may or may not be appropriate in the final program, but it helps describe what we are trying to do in this work paper. We are open to suggestions and, indeed, encourage them.

How might the process work?

The Library Commission could adopt this concept paper or a revised one after public discussion and then seek community and civic partners to actually design the details---the process to find, screen, judge, select, honor and collect the stories of candidates from each neighborhood. The suggestions developed by this Planning Committee would then be brought back to the Library Commission for public discussion and action.

It is very important that the process be done in a way that enhances public confidence in the fairness of the selection of honorees. *(See Page 8, Next Steps & Timeline).*

Our thinking is that honorees would be recognized in four ways:

- Branch libraries and the library system, partners, civic and community leaders would hold one or more special events for each year's community heroes as they are inducted into the *Neighborhood Hall of Fame.* We should find ways to make it special. These ceremonies could be at each branch, the Main Library, other appropriate civic location or a combination of these.

- A printed record or archive would be created at each branch for that branch's honorees, open to the public. The library will develop a common approach for each branch so the records are easy to produce and maintain yet contain all the important history.

- A plaque or other commemorative display would be created for each branch. In concert with the Branch Library Improvement Program (five new branches are being built and 19 remodeled over the next ten years), a uniform design and location will be developed. The focus of each branch archive and plaques/displays would be honorees of that neighborhood.

- A ***virtual*** Neighborhood Hall of Fame will be created as part of the library web site, accessible from anywhere, which describes the program and lists the honorees each year. The web site would contain all honorees and histories. We would be creating an historical archive for students, scholars and neighbors to explore, an instructional database of what has worked locally for those who want to engage in community-building.

There should be no set number of honorees per year. If some years no one is nominated or meets the criteria in a given neighborhood then none are selected. If there are many, we may want to limit the total number to the number of branches and hold other names for future years. When the new Mission Bay Branch opens, there will be 28 library locations, including the Main. The Main Library would be a venue as the branch of the Tenderloin and South of Market and perhaps to honor multi-neighborhood endeavors.

Honorees can be contemporary figures or historical. A combination of both might be more interesting and instructional. A partnership with a historical society or group seems appropriate to find those individuals who may have passed from our collective memory.

Nomination forms should be easy to find, perhaps available on-line and at branches. Our sense is that anyone should be able to nominate.

A written statement must accompany all nominations on what the nominee did, when they did it, how they did it, why it is important, any supporting documents, testimonials and other pertinent details. We need details to make a determination of accomplishment and for the historical record. We may want to have specific questions and a process so it is easily added to a database. We want enough detail to give a clear sense of the problems faced and how they overcame them to achieve the results they did.

We need stories that instruct and inspire. This is neighborhood history.

What we honor: some philosophy

As the program is shaped, here is some initial thinking, some philosophy on the qualities we seek.

We want to honor ***community-building***, where individuals or groups engage others, perhaps crossing boundaries that divide us, solving problems, improving our quality of life, community or neighborhood. We would honor those whose work is specific to a neighborhood as well as those working across the City.

America is a nation that historically has prized ***individualism*** as a keystone of our character. At the same time, America is often seen as a nation of ***joiners***. These two seemingly opposite characteristics have often worked very well together. We may do our own thing but we readily join with others in shared interests and activities. In the early 19th century, French writer Alexis de Tocqueville toured this young nation and noted this phenomenon. Americans, he observed, from all stations in life are forever forming associations---religious, moral, serious, silly, big and small. He saw this civic association as key to America's strength. The more we know one another and work together in common effort, the less likely we are to engage in hostilities and hold stereotypes based on misconceptions about race, nationality, class, religion, disability, sexual orientation, etc. This interaction of people from different backgrounds builds a social cohesiveness to society that serves it well in building understanding, respect and cooperation. Some scholars refer to results of this interaction as ***social capital.***

In recent years, many social commentators have warned that the two characteristics are out of balance. Some say people are no longer as involved as they once were, no longer as active in their communities, no longer taking part in civic life and instead are more focused on self.

There are lots of reasons. Modern communications—cable, video games, the web, email, Caller ID---give us new tools for isolation if that is how we want to use them. The fast pace of life, mobility, two working parents, single parents and other phenomena can mean less time to get involved. Long commutes to and from work limit time available for our civic life. And then there are the role models. Reality TV often glamorizes greed and deceit where the winner becomes a media celebrity and role model. Political debate is frequently less than inspirational and research shows Americans have become less trusting of political institutions.

In our City and our own neighborhoods, whom can we hold up as examples of individuals or organizations working to improve the quality of life for the neighborhood and motivated only by the common good?

The University of California Press published **Habits of the Heart** in 1985, the report of a five-year research project looking at American values and the conflict between our fierce individualism and our need for community and commitment to one another. The authors (Robert N. Bellah, William Sullivan, etc) state that Americans, *"largely confined to a vocabulary of individualism, have lost the language needed to make moral sense of their lives…the inability to commit yourself to others if you believe that in the end you are really alone."*

Harvard professor Robert Putman (**Bowling Alone**, 2000) documents the decline of civic engagement in America. People are no longer taking part in the kinds of group activities where those with different religious, social, racial and economic backgrounds engage socially, getting to know one another as individuals, and building bonds of friendship, trust and reciprocity. Putnam gives numerous examples of how social structures *"whether they be the PTA, church or political parties"* have disintegrated. He argues that this is a turnaround from the expectations of the 1960s when America seemed on the verge of a new era of social engagement.

Putnam's book is based in part on an extraordinary research project done through Harvard's John F. Kennedy School of Government. Funded by three-dozen foundations (including the Walter & Elise Haas Fund in San Francisco), it surveyed 30,000 Americans, 500 in this City. As might be expected, San Francisco ranked highest among all communities on the **protest politics index** (marches, rallies and petitions). It is one of the most racially diverse communities in the nation yet it ranked slightly below the norm in the degree to which residents trusted people of a different racial group. Unlike many cities, San Franciscans were less likely to feel that their neighborhood provides a sense of community but more likely to feel that their city did. In the research report, Putnam states,

> *"In some sense, our survey uncovered the social capital equivalent of the digital divide. Americans lacking access to financial and human capital also lack access to social connections. This lack of connections exacerbates the burden for Americans struggling to advance economically."* (www.cfsv.org/communitysurvey/results_pr.html)

One thoughtful public figure---former Rhodes scholar, former basketball star and former U.S. Senator Bill Bradley---talks about an ***ethic*** different from either the self-interest of the market economy or the coercive force of government. He sees civil society as reflecting voluntary ties of obligation and embodying values such as ***"reciprocity, respect, trust, stability, neighborliness, civic involvement*** *and* ***love."*** In a speech in San Francisco last year to the Coro Foundation, Bradley talked about qualities of leadership: ***passion, resilience, selflessness, imagination,*** *and* ***integrity***. These might be good characteristics when looking for neighbors who made a difference.

Another point is that ***activism*** by itself may not build community. The traditional activist is seeking a political goal and may try to unite or divide the community to achieve it. The ethic we are seeking to honor likely includes a kind of ***catalytic leadership***, working with people to develop a common vision, building mutual respect and encouraging cooperation. The activist may have these qualities or may not. Our focus is finding those who seek to bring us together.

One man who epitomized civic engagement was the late John Gardner. The founder of Common Cause, a key architect of Lyndon Johnson's Great Society, a Stanford Professor (and honorary co-chair of the SF Public Library Main Campaign in the early 1990s) he wrote on this subject:

> ***"Families and communities are the ground-level generators and preservers of values and ethical systems. No society can remain vital or even survive without a reasonable base of shared values—and such values are not established by edict from lofty levels of the society. They are generated chiefly in the family, school, church, and other intimate settings in which people deal with one another face to face. The ideals of justice and compassion are nurtured in communities.***
>
> ***"Where community exists it confers upon its members identity, a sense of belonging, a measure of security. Individuals acquire a sense of self partly from their continuous relationships to others, and from the culture of their native place. But with today's mobility, and with family and community disintegration, many of those anchors for the sense of self no longer exist.***
>
> ***"Without the continuity of the shared values that community provides, freedom cannot survive."***
>
> ***-----"Building Community"*, Independent Sector, 1991**

We invite public comment and partnerships.

Next Steps & Timeline

This is a brief background on the development of this paper and how it might be adopted and implemented as an official library program.

1. The idea of finding ways to honor neighborhood heroes began in the mid-1990s as part of a discussion of branch naming policy. Earlier this year it surfaced again, evolving into the concept of using branch libraries as hubs for a city program to honor *community-building.* It was mentioned at the July 2nd Commission meeting that the concept was being developed. The first draft of this paper was circulated with staff and interested community leaders and modified as new ideas and suggestions surfaced.

   This version of the concept paper was mailed to a wider group of library and community leaders in early September. Copies are also being posted in branches and on the library web site. Public comment is invited.

2. September 19th, the Library Commission will consider this concept paper and could adopt it with or without modifications.

3. If approved, library representatives and volunteers would then approach various academic, civic, community, philanthropic, historical groups and others to test interest in a partnership and in taking part in a Planning Committee. It is also possible that the public discussion on this will stimulate potential partners to contact the library. We encourage it.

4. Library representatives would update the Commission on partnerships and the development and work of the Planning Committee once it is formed.

5. The Planning Committee would develop proposed guidelines, processes and proposed membership on an Implementation Committee, interacting with various community contacts and seeking ideas.

6. The Plan would be presented to the Library Commission for formal public comment and discussion and could be adopted or amended and adopted.

7. An Implementation Committee, as proposed in the Plan, would meet, organize and invite nominations. Spring 2003 might be a reasonable target date.

8. The first class of inductees into the ***San Francisco Neighborhood Hall of Fame*** would be announced, honored and their stories placed in the archives. Summer or Fall 2003.

Library Contact information:

The Library Commission will hear this issue on Thursday, September 19, 2002, in the Main Library in Civic Center, Koret Auditorium, Lower Level. The meeting starts at 4 p.m. Meetings normally run three hours or more. Contact the Library Commission to get a more accurate estimate of what time it will be heard that evening. You can do that by phone (415-557-4233) or check the library web site, www.sfpl.org (click *About the Library*, then click *Library Commission*). There will also be other hearings and opportunities to express opinions.

The public can also contact the following people via mail, email or telephone and present their views and suggestions.

Steve Coulter
Library Commissioner
San Francisco Public Library
Civic Center
100 Larkin Street, 6th Floor
San Francisco, CA 94102-4705

Mike Housh
Secretary, Library Commission
San Francisco Public Library
Civic Center
100 Larkin Street, 6th Floor
San Francisco, CA 94102-4705

415-557-4233
mhoush@sfpl.org

Marcia Schneider
Director, Public Affairs
San Francisco Public Library
Civic Center
100 Larkin Street, 6th Floor
San Francisco, CA 94102-4705

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: POE Project Activity and Funding Allocations

Date: September 19, 2002

We reviewed the status, timeline and estimated cost of all projects recommended in the Post Occupancy Evaluation in December 2001. Since that time, we have more specific knowledge on many of these projects. I would like to review POE project activity and funding allocations with this new information.

Project	Status	Funding
Phase I Improvements • Seismic joint repair • Hyde St. door • Elevator finishes • Loading dock • Other miscellaneous projects	Put out to bid summer 2002. One bid received which is $200,000 over estimate. In negotiations with potential contractor to revise project scope to meet budget. Work to occur in early 2003.	$1,549,886 appropriated in 2000/01 for these projects. With use of project reserve of $140,000, estimate that $25,000 - $50,000 may be needed to complete all projects.
Borrower's Services Reconfiguration	Conceptual design work completed, shown to Commission November 2001. Detailed design work in process, working with ergonomic consultant on workstation/desk design. Timing is dependent on Technical Services relocation. Work estimated to occur in 2004.	$1,822,000 appropriated in 2001/02 for this project.

Signage Revisions	Signage consultant has developed prototypes to be shown to Commission in October. Fabrication specs and cost estimates expected in November 2002. Fabrication must be bid; work expected to occur in mid-2003.	$50,000 appropriated as part of Phase I work in 2000/01 for consultant services. $350,000 appropriated in 2001/02 for sign fabrication. May need some funds in addition to $350,000 appropriation.
Technical Services Reconfiguration for public space	Staff taskforce being assembled to begin planning this project. Collections to be relocated to 1st floor have been identified. Timing is dependent on Technical Services relocation. Area may be used for staff and/or circulation desk functions while Borrower's Services area is reconfigured, before modifications are done to this area.	$1,890,000 estimated for expansion of 1st floor for public space. No funds are appropriated for this project currently.
Second Floor Bridge	Construction of bridge is not being planned at this time. Improved signage should mitigate need for this project.	$810,000 appropriated in 2001/02 for this project.

I do not anticipate using the $810,000 currently appropriated for bridge construction for that project. In order to support current projects, those funds should be reallocated as follows:

$25-$50,000	Completion of Phase I projects
$50-$100,000	Increased funding for signage revisions
$200,000-$250,000	Loading dock/ other tenant improvements – 190 9th St.
$410,000	Funding for 1st floor reconfiguration – Borrower's Services and Technical Services for public use
$810,000	Total

Please note that, although the Commission has made POE modifications a priority for the Library Improvement Fund, these funds can be used for any library project, including the 190 9th St. facility. Currently, there is an unappropriated balance of $1.1 million in the Library Improvement Fund.

The relocation of Technical Services is critical to the effective reconfiguration of the first floor of the Main Library. Allocating some funding for tenant improvements for 190 9th St. will facilitate the Technical Services relocation and allow the Library to move forward on planning for 1st floor improvements in the Main.

We are beginning to work on detailed design for the Borrower's Services reconfiguration and just beginning to plan for the reconfiguration of Technical Services area. The cost estimates with which we are working were done as part of the Post Occupancy Evaluation in 2000 and should be updated with current costs and detailed plans. We will obtain updated cost estimates for 1st floor improvements and prepare a funding plan for these improvements which we will share with the Commission as soon as possible. We anticipate appropriating the remaining $1.1 million of the Library Improvement Fund in the 2003/04 budget.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Support Services Building

DATE: September 19, 2002

Background

On July 18, 2002, the Library Commission authorized a Letter of Intent that enabled the City Librarian to pursue the purchase of 190 Ninth Street to serve as the Support Services Center for the San Francisco Public Library System. The building is comprised of three floors for a total space of approximately 45,000 square feet. 190 Ninth Street meets or exceeds the criteria developed by the Library for building selection.

Criteria for selection included:
- Adequate functional space for support services
- Potential for locating additional library services
- Within budget of $8.6 million
- Location – public transit access, distance from the Main Library, safety, public amenities

For further background information on site selection, please refer to Attachment 1, a memorandum dated July 18, 2002 to the Library Commission from Paul Underwood, Deputy City Librarian, on the subject of the Support Services Center. Additional information is provided as Attachment 2, a memorandum dated July 11, 2002 to Susan Hildreth, City Librarian, from Philip Sowers, Senior Architect with the Department of Public Works, Bureau of Architecture, that describes and evaluates 190 Ninth Street. A Term Sheet providing a summary of key points of the Purchase and Sale Agreement is included as Attachment 3.

Analysis

1. The purchase price of $8,500,000 has been agreed upon by Levin, Menzies, & Associates, LLC, the owners of 190 Ninth Street. This is within the appropriated budget of $8,626,000 established by the Commission for the development of a Support Services Center.

2. All real property contained in 190 Ninth Street is available to the Library at a cost of $60,000. The Library has evaluated the furnishings and equipment in the building and has determined that the furnishings and equipment meet the Library's needs. Funds for this purchase will come from the Library's 2002/2003 operating budget.

3. Tenant improvements include the cost of creating a loading dock as well as other one-time costs needed to make the building function at an optimal level for the services that will be housed at 190 Ninth Street. These one-time costs are estimated to be no more than $250,000. Fund sources for tenant improvements includes funds identified for this purpose as part of the POE, combined with what is remaining of the $8,626,000 budgeted for the Support Services Center, minus the purchase price of $8,500,000, legal fees, real estate fees and consultant costs for 190 Ninth Street.

4. Relocation costs are anticipated to be no more than $250,000 of the $4.3 million Bond Relocation and Moving funds allocated for relocations. Relocation costs for 190 Ninth Street include one-time charges for telecommunications and security monitoring start-up.

5. Operating costs for 2003/2004 have been projected as follows:

Utilities ▪ Gas, electric, telecom, sewer, refuse collection	$62,980
Equipment Maintenance ▪ HVAC, elevators, security, fire/life safety	22,500
Building Maintenance ▪ Custodial, pest control, window cleaning	7,000
Materials & Supplies ▪ Carpentry, plumbing, hardware, lighting, custodial	17,700
Staffing ▪ .5 Stationary Engineer ▪ 1.0 Custodian	83,000
Total for FY 2003/2004	*193,180*

These costs will be included in the 2003/2004 operating budget.

From point of sale in FY 2002/2003 to July 1, 2003, the Library will be able to accommodate the utilities and maintenance costs. These costs will be kept to a minimum, as the Library does not intend to occupy the building until summer 2003.

6. JUMA, the remaining leasee on floor one, will have approximately 120 days remaining on their lease following close of the purchase. The $75,000 revenue generated during that time period will be placed in the Library's bond funds, as required by law.

7. Infopeople is seriously interested in leasing a portion of the building from the Library at 190 Ninth Street for use as a training facility. The Library will eventually need to expand to this area, but until that time, leasing the area to Infopeople would generate revenue to the bond funds, as required by law. Infopeople provides a wide variety of technology-related training to those who work in California libraries. Infopeople is a federally funded grant project administered by the California State Library. Funding is from the Library Services and Technology Act.

8. The Library is entering into a contract with Florence Mason Associates to provide consulting services relating to recommendations as to which functions should stay in the Main Library and which should or could move to 190 Ninth Street over a period of time. Florence Mason worked with the prime consultant in developing the Post Occupancy Evaluation (POE) document. Additionally, the Library will be working with Diane Mayo, of Information Partners, Inc., to examine workflow and ergonomic issues for Technical Services operations in relation to the parameters that will be presented with San Francisco Public Library's new integrated online system vendor, Innovative Interfaces, Inc.

Summary

The purchase of 190 Ninth Street will benefit the efficient and effective delivery of public service to all branches and the Main Library. Additionally, relocating Technical Services as well as other indirect public services out of the Main Library will enable the Library to more fully respond to the recommendations of the POE.

The purchase price of $8,500,000 is approximately $198.00 per square foot. This reasonable cost in combination with the close proximity of 3 blocks to the Main Library and City Hall, the excellent condition of the building, and the fact that the building will provide needed space for indirect public services out of the Main Library, make this an opportunity worthy of strong consideration for approval.

Recommendation

Library Administration is requesting Commission action to endorse and recommend that the Board of Supervisors approve a proposed Purchase and Sale Agreement for 190 Ninth Street as the location for the Support Services Center.

Attachment 1

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Support Services Building

DATE: July 18, 2002

Background

The current location of Technical Services and some other indirect public services is on the first floor of the Main Library. The Post Occupancy Evaluation (P.O.E.) recommended that Technical Services, and other indirect public services, be relocated to another facility to make room for renovating existing back-of-house first floor space to be used for direct public service. The first floor is prime real estate and was recognized in the POE as offering a significant correction to the public's access to materials. In 2000, Cy Silver & Associates, a library facilities planning consultant, evaluated the current and future needs of several non-public services now located on the first floor. That report recommended that 23,000 gross square feet should be dedicated to meet the long term needs of those services.

Proposition A, passed in November 2000, included $8.6 million for either a partial retrofit of Brooks Hall to serve as the location for these support services, or development of a facility to house these support services. Earlier this year, the City determined that Brooks Hall should not be upgraded for this purpose or any other purpose. This decision, along with the collapse of the dot.com industry, allowed Library Administration to focus on the purchase of a building to serve as the Support Services Center.

At the May 21st meeting of the Library Commission, Library Administration recommended moving forward with a property located at 945 Bryant Street. The Commission approved requesting the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Support Services Building. Subsequent to that direction, negotiations proceeded. However, we have not reached agreement on a sales price on 945 Bryant Street.

Recommendation

Staff is recommending that the Commission approve authorizing a Letter of Intent to purchase 190 Ninth Street. The facility is located between Mission and Howard Streets, on the northwest corner. The space is on three floors, totaling 45,000 square feet (*See page 4 for photo*). Philip Sowers, Bureau of Architecture, has done a preliminary evaluation of the building (*see attached memorandum*) and states that "the building is very well suited for the use of the Technical Services Department."

Key points regarding 190 Ninth Street

- It is a better building than 945 Bryant.
- The building is three blocks from the Main Library – about a seven minute walk.
- Employees will still arrive at the Civic Center transit stations for BART and MUNI.
- No elevator needed for materials to reach their first point of activity. Simply unload from truck and wheel in to Receiving for unpacking and sorting.
- The building was renovated and upgraded in 2000 and is technologically fully wired and seismically reinforced.
- Square footage size allows for evaluation of space of the third floor (14,500 sf) for storage, or relocation of additional services out of the Main Library, or short term use by another City department.
- Attainable within the budget allocated of approximately $8.5 million for acquisition.
- There is some off-street parking available for library use.
- Existing furniture is available at a nominal price.

Other Buildings Evaluated

As with 190 Ninth Street, a group comprised of representatives from Library Administration and staff from the support services functions that would be relocated visited all buildings.

Criteria for selection included:

- Adequate functional space for support services
- Potential for locating additional library services
- Within budget -- $8.6 million
- Location – public transit access, distance from the Main Library, safety, public amenities

945 Bryant Street

41,000 square feet on three floors. At the time library staff toured 945 Bryant, the Department of Human Services was already in negotiation with the property owner for a long-term lease. Therefore, the Library Department withdrew consideration of this property. However, on May 15, 2002, the Department of Human Services was forced to withdraw from completed negotiations due to pending budget reductions announced on behalf of the Governor's Office. Negotiations have not been successful.

680 2nd Street
61,554 square feet on five floors. Complex proposal with a land lease with 96 years remaining at $250,000 yearly. Asking price was above amount budgeted for purchase and also was for purchase of building only, not land. Poorly designed for off-loading trucks. Every delivery would require the use of an elevator to arrive at first destination.

840 Brannon
48,826 square feet on two floors. New construction delivered in shell condition. Cost significantly above amount budgeted for purchase. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

570 Townsend
24,000 square feet on one floor. Low quality of construction. Concrete pad floor uneven from original space to later addition made to building. Not viable.

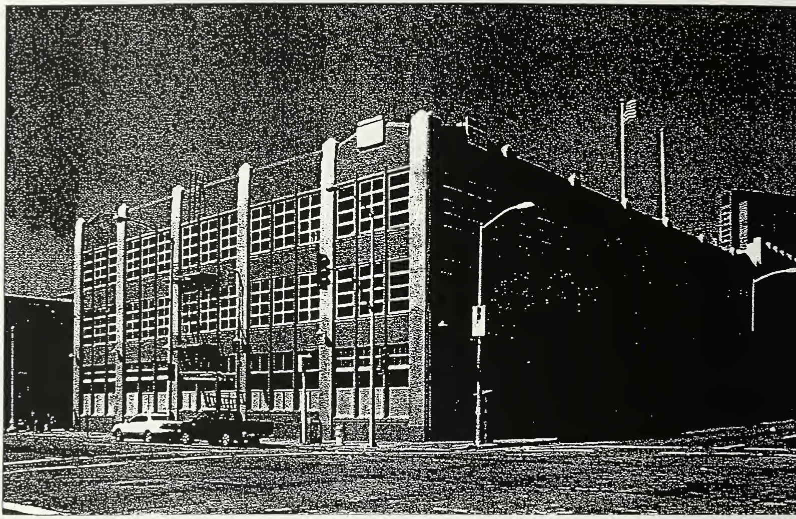
540 9th Street
42,346 square feet on two floors. Sloping concrete first floor, floor uneven, off loading of deliveries problematic, poor quality of construction. Not viable.

1501 Mariposa
54,171 square feet on four floors. Issues include lack of adequate public transportation, distance from the Main Library, one elevator, every delivery would require the use of an elevator to arrive at first destination.

1667 Market
34,000 square feet on two floors. Close to Main Library a plus. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

1475 Mission
26,000 square feet on one floor, 20,000 sf on one level with a mezzanine of 5,500 sf. Includes entire 7th floor of 7-story building. Close to Main Library a plus. Every delivery would require the use of an elevator to arrive at first destination. A separate lobby entrance uniquely for the 7th floor is off Mission Street. A standard freight elevator is dedicated to be an express elevator to the 7th floor. Therefore, this space is independent of the uses of the other 6 floors.

190 9TH ST
SAN FRANCISCO. CA 94103



Location:	@ Howard Street	**Status:**	Existing 1929, Renov Jan 2000		
Submarket:	South of Market	**Stories:**	3	**Owner:**	9th & Howard, LLC
Block & Lt:	-	**RBA:**	45,000sf	**Developer:**	-
Type:	Office	**Land Area:**	17,000sf	**Architect:**	-
Class:	B	**Typical Flr:**	15,000sf	**Management:**	Colliers International

Attachment 2

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Mark Dorian, Interim Bureau Manager

July 11, 2002

Ms. Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: 190 Ninth Street

Dear Ms. Hildreth:

At your request I visited the three-story building at 190 Ninth Street along with a group of Library staff to help evaluate its suitability for use by the Library Technical Services Department.

The building is constructed of poured-in-place concrete. The first floor is a concrete slab on grade with the exception a 400 square foot area over a basement, and the upper two floors are flat concrete slabs supported by concrete columns. The columns have conical capitals, which are typical for buildings that are designed for heavy floor loads. The building was probably designed to be able to support greater loads than required for general office use, but the actual load-carrying capacity should be checked by a structural engineer if stacks are to be located on the upper floors.

The building has been recently renovated to a very high standard. The renovation included seismic bracing and the replacement of the mechanical and electrical systems. Indirect pendant-mounted fluorescent lighting fixtures supply general illumination and individually controlled fixtures at each workstation provide task lighting. All ducts and wiring conduits are exposed at the ceiling. The building is fully wired for computers and has a suspended grid of wiring trays on each floor to allow for ease of changing and upgrading the communications and data systems. The windows have operable vents and are fitted with roll-down sunshades.

The building appears to meet the current California Title 24 and ADA accessibility requirements. The main entrance and the elevator are accessible and there are accessible toilets for men and women on each floor. One feature that is not in compliance with ADA is a built-in display case on the first floor that has walls that lean outward at the top and project into the path of travel more that 4 inches at 80 inches above the floor. This deficiency could be remedied by removing the case or by installing railings to prevent persons from getting too near to the case.

Each floor consists of office areas surrounding a central service core that contains the elevator and main stair, a copy room and conference rooms. The first floor has an enclosed break room and each of the other floors has a kitchenette area within the open office area. Windows are located on the North, East and south sides of the building. Reception areas are located on the North side of each floor and private offices are spread out along a portion of each of the sides that have windows.

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The first floor is divided into areas for two tenants, but could be easily adapted for the Library's use by removing gypsum board partitions or installing additional doors. Partitions in the open office areas of each tenant's space consist of semi-exposed steel studs covered with plywood panels. The workstations on the first floor are site built from plywood and solid-core doors. They are sturdy and large but might not function well for tech services. Since the workstations and plywood partitions were not designed to be easily reconfigured, they may prove to be of little value to the Library.

The building does not presently have a loading dock. It does have a row of parking spaces along the alley at the rear of the building and it was reported that former dock was removed when the building was renovated. A loading dock for smaller trucks or vans could be created by replacing a window that opens to the alley with a door. There is room in the existing parking area for these vehicles to park perpendicular to the building for unloading without blocking the alley. If a dock that accommodates larger trucks is desired, a covered platform could be constructed extending into the parking area to allow the trucks to be positioned parallel to the building for unloading. Depending upon the type of loading dock that is required, the cost of modifications to the building could range from $50,000 to $100,000.

The second and third floors are furnished with high quality systems furniture workstations that are quite large. The workstations could be utilized as they are or reconfigured to suit the needs of the library.

The spaces in the building could easily accommodate the space requirements of the department as delineated in the program prepared by Cy Silver & Assoc. with very little renovation. The floors are large enough to allow efficient organization of the work areas and there is an abundance of natural light and ventilation. The building itself is conveniently located both to the Main Library and to public transportation.

Based upon my visit to the site and a quick review of the program for the department, I think that the building is very well suited for the use of the Technical Services Department and that the department could move in with a minimum of expense for renovation of the spaces.

Sincerely,

Philip Sowers

Philip Sowers
Senior Architect

Attachment 3

Library
Tech Services
190 9th Street Purchase Agreement
Summary of Terms

1) Real Property: The entire 3 story building commonly known as 190 9th Street consisting of approximately 42,292 sq. ft. of improvements and approximately 12 parking spaces on approximately 17,000 sq. ft. of land (Assessor's Block 3509, lot 008A) together with all rights and privileges incidental or appurtenant to the land (picture attached as Exhibit A) .

2) Personal Property: The purchase includes (i) all trade fixtures and personal property on the property used in connection with the operation and maintenance of the building, (ii) Digital "as built" drawings in a CAD format acceptable to City of the existing improvements and furniture systems, and (iii) the furniture systems and personal property on the second and third floors of the building which were owned and used by Sony Music and are to be transferred to Seller.

3) Purchase Price: The purchase price shall be Eight Million Five Hundred Thousand Dollars ($8,500,000) for the real property and Sixty Thousand Dollars ($60,000) for the personal property (together the "Purchase Price"), payable to Seller in cash or other immediately available funds upon close of escrow.

4) Closing: The purchase and sale of the Property will be consummated through escrow with Chicago Title Company and will close within ten (10) days following approval by City's Board of Supervisors and Mayor but in no event later than November 29, 2002. (Estimated closing date is November 10-20, 2002.)

5) Title: Seller will convey fee simple title to the Property, together with all rights, privileges, easements and appurtenances thereto, by grant deed to City, or its nominee, free and clear of all liens, encumbrances and other title exceptions including leases (except for the Juma Ventures Lease as described in paragraph 8, below) and other contracts, whether or not of record, except solely for a lien for real property taxes and assessments not yet due or payable and such other exceptions as are approved by City in its sole discretion and will not affect the value or City's intended use of the Property (the "Permitted Title Exceptions"). City will receive at the close of escrow (i) title insurance from a Chicago Title Company, insuring good and marketable title in City, under an ALTA owner's form extended coverage policy in the amount of the Purchase Price, subject only to the Permitted Title Exceptions. At the close of escrow, Seller will also convey to City, or its nominee, by appropriate warranty bill of sale, title to the personal property described in Exhibit B and all

personal property owned by Seller located on or used in connection with the management, maintenance or operation of the Property.

6) .Closing Costs: City will pay at closing title insurance premiums, one half the typical escrow costs and recording fees, arising out of City's purchase of the Property. Real property taxes and other normal operating expenses will be prorated as of the close of escrow. Seller shall be responsible for one half the escrow costs, and other typical seller costs.

7) Commission and Real Estate Fees: Seller shall be responsible for and City will have no responsibility for payment of any real estate commission or fee, and Seller shall indemnify, defend and hold City harmless from any and all claims liabilities costs and expenses (including, without limitation, attorneys' fees) arising from any broker's commission or finder's fees.

8) Assumption of the Amended Juma Ventures Lease: Juma Ventures is a California non profit public benefit corporation providing job training and assistance. They currently occupy 9459 sq. ft. (70% of the ground floor / 22% of the building). Under an amended lease which City will assume at close, Juma will be allowed to stay up to 120 days after close of escrow at a rent of $19,706.25 per month. (The 120 days is required for the build out of improvements for their new space). There will be a $500,000 escrow holdback to insure that Juma vacates within the 120 days.

9) Damage during Escrow Period: If during the escrow period there is damage or destruction to the Property which would cost less than One Million Dollars ($1,000,000) (the "Threshold Damage Amount") to repair or restore, there are insurance proceeds sufficient to pay for such repair or restoration, and the repair or restoration, in Seller's reasonable good faith opinion, will not take more than six (6) months from the event of damage or destruction to complete, then the Agreement will remain in full force and effect, Seller shall make all necessary repairs to the reasonable satisfaction of the City as diligently as possible, but in any event within such six (6) month period, and City shall acquire the Property upon the terms and conditions. If the cost exceeds the Threshold Damage Amount, if the insurance proceeds are not sufficient to pay for the required repair or restoration, if the repair or restoration will, in Seller's reasonable good faith opinion, will take more than six (6) months from the event of damage or destruction to complete, or if condemnation proceedings are commenced against any portion of the Property, then, City shall have the right, at its sole election, either to terminate the Agreement in its entirety, or to not terminate the Agreement and purchase the Property.

10) City's Due Diligence and Contingency Period: City shall have through November 10, 2002 to perform its due diligence investigations including but not limited to the following:

(a) City's review and approval of title matters for the Property.

(b) City's review and approval of the physical and environmental conditions of the Property, including, without limitation, an examination for the presence or absence of any Hazardous Material and an independent Property appraisal.

(c) City's review and approval of the compliance of the Property with all applicable laws, regulations, permits and approvals.

(d) City's review and approval of Seller's historical records and documents.

(e) Approval of the Agreement by the Library Commission and as may be required by all applicable City departments and agencies and under all applicable laws, regulations, permits and approvals including without limitation, the California Environmental Quality Act (Public Resources Code, Section 21000 et seq.) ("CEQA").

(f) The City's Mayor and the Board of Supervisors, in the respective sole discretion of each, shall have enacted a resolution or ordinance approving, adopting and authorizing the Agreement and the transactions contemplated hereby.

11) City's Conditions to Closing: There are standard conditions to closing for the City's benefit including without limitation acceptability of title, property condition and due diligence items.

12) Seller's Conditions to Closing: Seller's obligation to sell the Property is subject to the satisfactory Agreements for the termination of the Sony Lease and modification of the Juma Lease prior to November 10, 2002.

13) Other Provision: The Agreement contains other provisions which are either for City's benefit or are commercially standard for the purchase of real property including but not limited to rent and utility apportionment clauses and protective representations and indemnities to the City that survive for 1 year after closing..

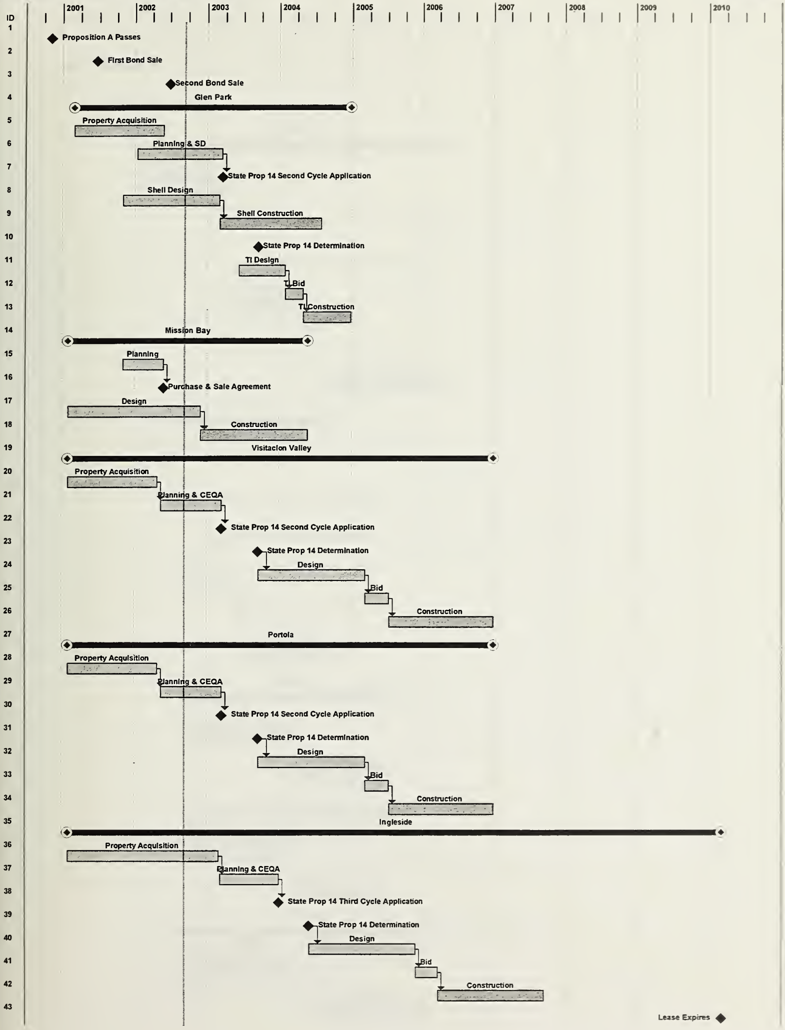
CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
September 19, 2002

			BUDGET		REVENUE							EXPENDITURES/ENCUMBRANCES		
					FUND STRATEGY				FUND STATUS					
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Reserve	Total Available	Budget 31-Aug-02 A	Actual 31-Aug-02 B	Balance 31-Aug-02 A - B
Phase 0 Projects														
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000			3,428,000	3,428,000	2,092,000	1,336,000	1,336,000	21,569	1,314,431
IN	7516A	Ingleside [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000	1,770,000	0	1,770,000	45,205	1,724,795
PL	7519A	Portola [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000	1,770,000	0	5,000	76	4,924
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	731,500	1,358,500		2,090,000	731,500	731,500	*0*			0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000		8,626,000	215,000	1,982	213,018
		SUBTOTAL	*16,480,000*	*17,684,000*	*16,325,500*	*1,358,500*	*-*	*17,684,000*	*16,325,500*	*6,363,500*	*9,962,000*	*3,326,000*	*68,832*	*3,257,168*
Phase 1 Projects														
EX	7525A	Excelsior	3,820,000	3,629,000	1,400,825	2,228,175		3,629,000	1,400,825	1,400,825	0	730,000	262,297	467,703
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,200,000	704,500			0
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	607,000	3,350,000	61,000	50,416	10,584
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	207,375	840,000	840,000	23,539	816,461
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,186,000	550,000			0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000	2,400,000 (2)	7,141,500	2,441,500	41,500	2,400,000	281,632	284,770	(3,138)
VV	7522A	Visitacion Valley	3,230,000	3,020,500	1,057,175	1,963,325		3,020,500	620,000	44,715	575,285			0
		SUBTOTAL	*29,430,000*	*28,578,000*	*17,286,500*	*8,891,500*	*2,400,000*	*28,578,000*	*16,107,200*	*7,687,415*	*8,419,785*	*1,912,632*	*621,022*	*1,291,610*
Phase 2 Projects														
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000			1,253,000	1,253,000	1,253,000	0	38,815	37,815	1,000
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000			2,618,000	665,000	665,000	0			0
PL	7520A	Portola	2,800,000	2,618,000	2,618,000			2,618,000	665,000	665,000	0			0
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750	0			0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,400,500	15,000	10,000	10,234	(234)
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	0			0
		SUBTOTAL	*17,460,000*	*15,096,000*	*15,096,000*	*-*	*-*	*15,096,000*	*5,796,375*	*5,781,375*	*15,000*	*48,815*	*48,049*	*766*
Phase 3 Projects														
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000			0			0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000			3,382,000	70,000		70,000			0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*-*	*-*	*14,620,500*	*70,000*	*-*	*70,000*	*0*	*0*	*0*
Phase 4 Projects														
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500			0			0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*0*	*50,000*	*0*	*0*	*0*
Phase 5 Projects														
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*0*	*15,000*	*0*	*0*	*0*
Program-Wide Services & Costs														
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	300,000	300,000	300,000	4,634	295,366
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	262,500	300,000	300,000	86,152	213,848
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	403,822	610,000	610,000	206,790	403,210
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	272,000	30,000	30,000	10,385	19,615
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000	0			0
FE		Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	165,407	173,215	173,215	173,215	0
SF		Program Reserve	1,675,000	5,529,500	5,779,500			5,779,500	818,981	818,981	0			0
		SUBTOTAL	*27,805,000*	*31,921,500*	*17,171,500*	*0*	*15,000,000*	*32,171,500*	*4,835,925*	*3,302,710*	*1,533,215*	*1,533,215*	*601,176*	*932,039*
TOTAL			**133,266,000**	**133,266,000**	**106,866,000**	**10,260,000**	**17,400,000**	**133,616,000**	**43,200,000**	**23,135,000**	**20,066,000**	**6,820,662**	**1,339,079**	**6,481,583**

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitacion Valley $1,360,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation

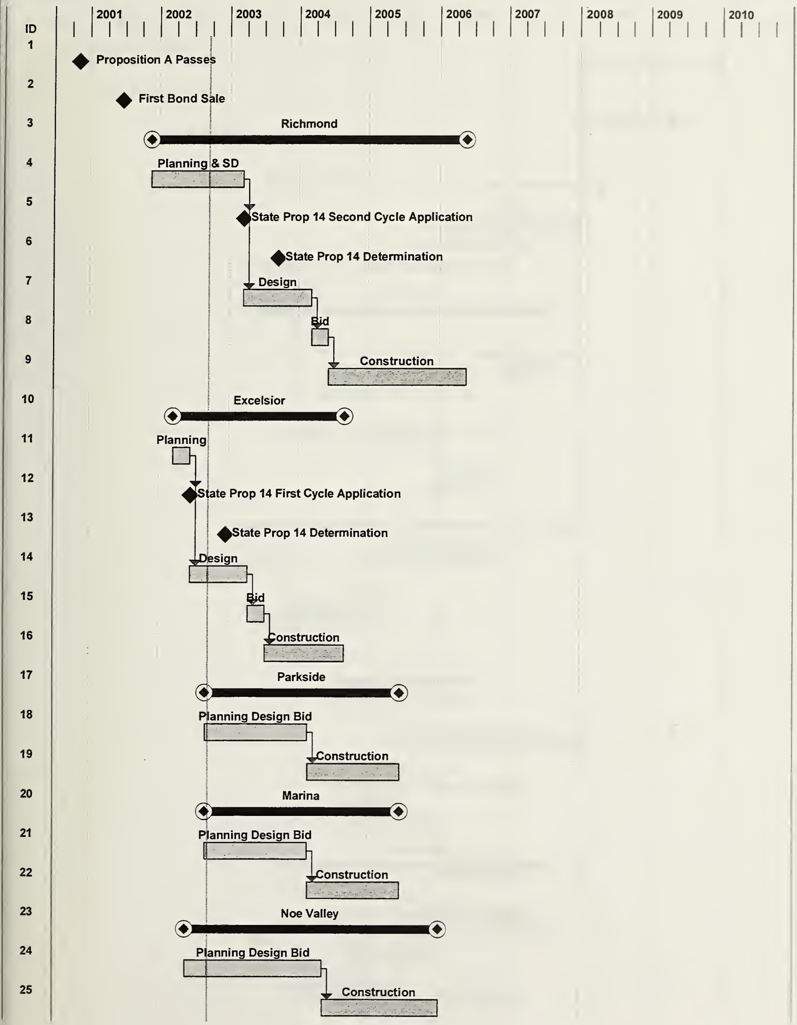
NEW CONSTRUCTION DETAILED SCHEDULE

06-20-02



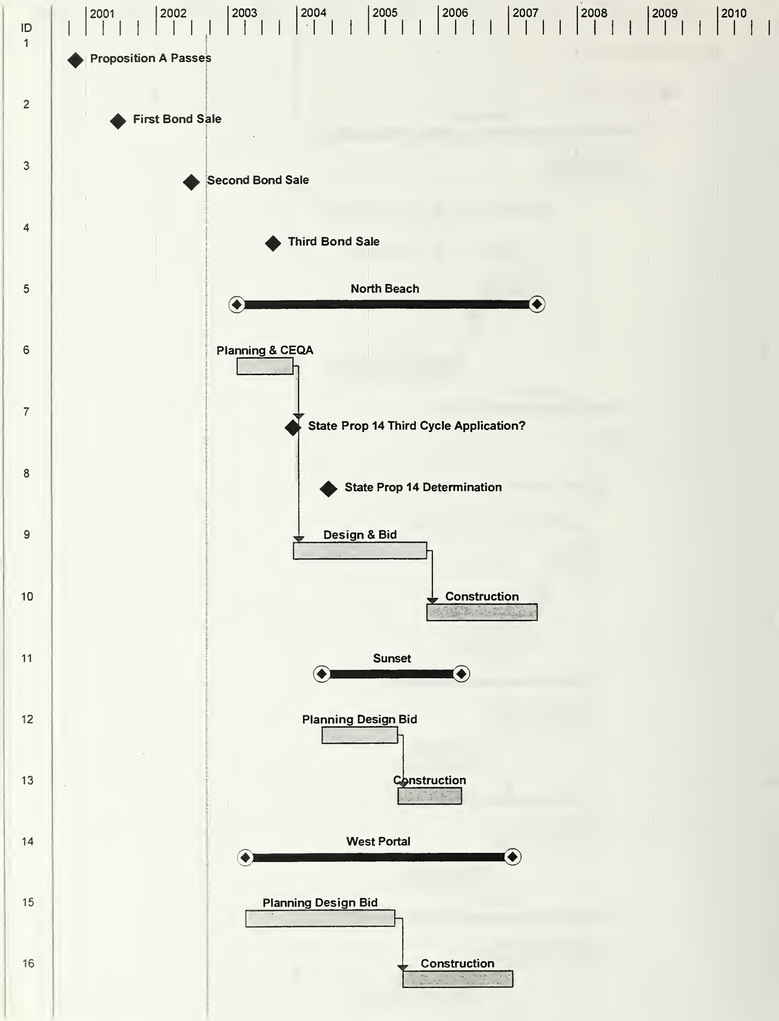
PHASE 1 DETAILED SCHEDULE

06-20-02



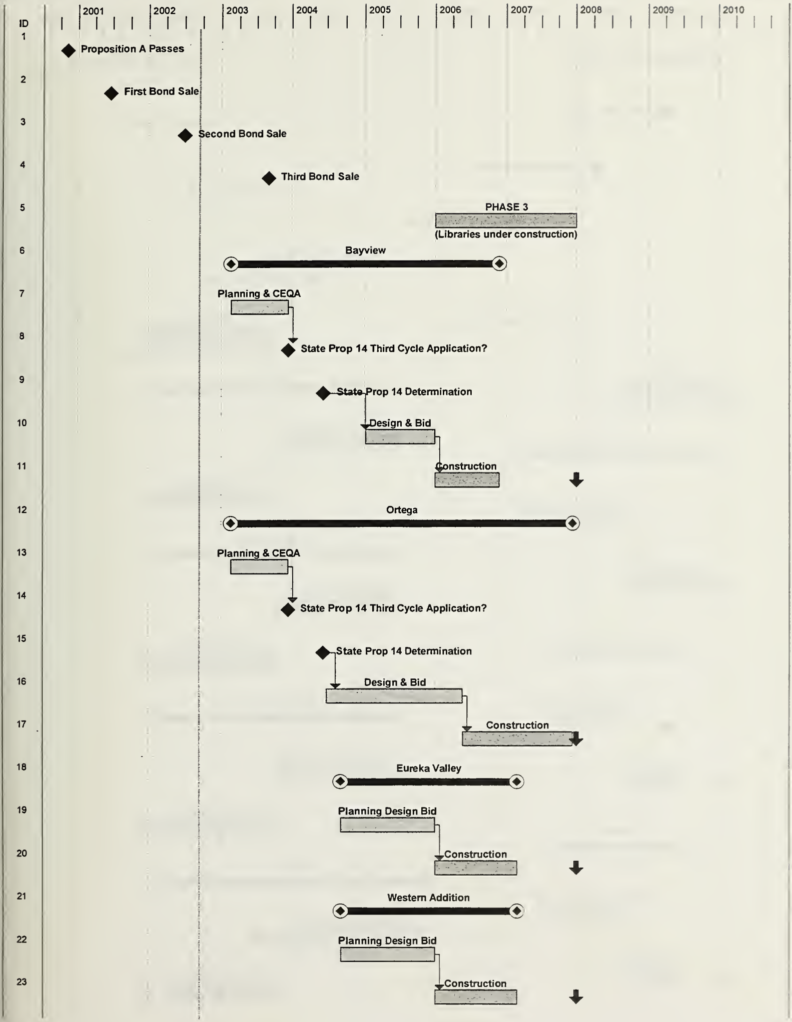
PHASE 2 DETAILED SCHEDULE

06-20-0



PHASE 3 DETAILED SCHEDULE

06-20-02



PHASE 4 DETAILED SCHEDULE

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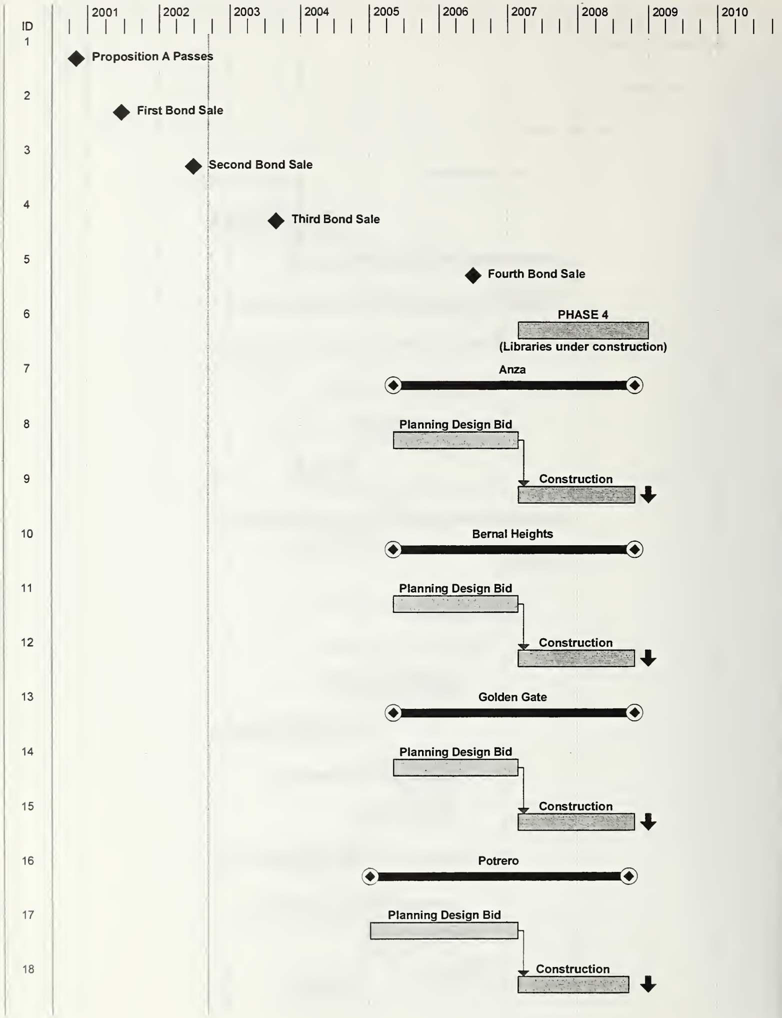
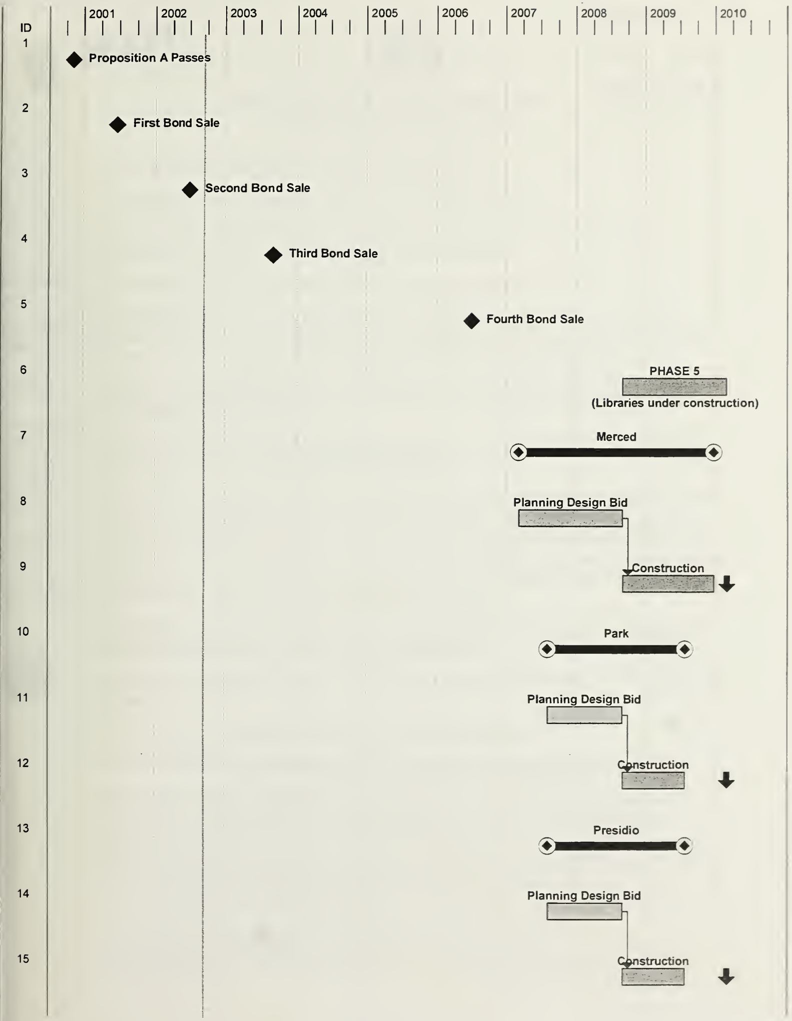


PHASE 5 DETAILED SCHEDULE

06-20-02



DOCUMENTS DEPT.

OCT 2 2002

SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

illie L. Brown, Jr.
ayor

harles A. Higueras, A.I.A.
esident

arol Steiman
ce President

elen Marte Bautista
nnie K. Chin
even A. Coulter
an A. Streets
eborah Strobin
mmissioners

isan Hildreth
ty Librarian

ichael Housh
mmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, September 19, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, September 19, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by President Higueras.

The following members were noted present: Commissioners Higueras, Vice President Steiman, Commissioner Bautista, and Commissioner Strobin. Commissioners Chin and Coulter's arrival was expected to be delayed. Commissioner Streets was excused.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 15, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 15, 2002 COMMISSION MEETING

An anonymous member of the public commented that there were many inaccuracies in the way in which their comments had been reported, calling particular attention to page 3 remarks regarding their objections to the Commission setting aside seating at the front of the auditorium for those making presentations at that meeting and to their public comment remarks suggesting that no one agrees with arbitrary power unless it is their own. Mr. Ed Regan found that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 15, 2002 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the Minutes be approved.

MOTION: AYE 4-0 (Bautista, Higueras, Steiman, and Strobin)

AGENDA ITEM #2 MISSION BAY BRANCH DESIGN RECOMMENDATION

Bond Program Manager Marilyn Thompson begin with a brief background summary of developments relating the new $3.9 million Mission Bay Branch. The Bond Program Manager noted that this was to be a first floor library located at the corner of a mixed use affordable senior housing development that also included non-profit office space as well as some commercial storefront spaces. Ms. Thompson then introduced the members of the design team and the peer review panel to discuss the preliminary proposed design being

recommended for the new Mission Bay Branch Library. The Bond Program Manager outlined a tentative timeline calling for beginning construction at the end of 2002/beginning of 2003, with completion in 2004, then introduced Mr. Bruce Prescott, Santos Prescott & Associates, who provided a detailed presentation on the proposed design for the new branch library. Mr. Prescott first outlined the location of the new branch as an element of a Redevelopment Agency mixed use housing, library, non-profit office, and commercial development project to be built at the corner of 4th Street and Berry Streets in the Mission Bay Project Area. Mr. Prescott then presented a series of slides showing views of the proposed building from various angles, with exterior and interior drawings, and floorplans, discussing what each represented in some detail. Ms. Thompson then introduced Deputy City Librarian Paul Underwood, who gave the Library's response to the proposed design, discussing the community needs assessment process, and highlighting the community input planning work contributed by Marilyn Hope Smulyn and a preliminary services program developed by Library Consultant William Sannwald. Mr. Underwood noted that proposed services approach themes indicated that the branch would initially focus on providing services for seniors and adults, and with a special emphasis on filling an identified lack of available services for neighborhood children in the emerging neighborhood. The Deputy City Librarian identified interest in providing access to tech training for seniors with sufficient computer access available to meet an expected need by residents. Mr. Underwood further commented that there had been a significant expression of interest that the library, by creating a welcoming comfortable environment, help to begin the process of creating a new community. The Deputy City Librarian reported that the Library design as proposed provided for all of the identified services needs, for efficiency and ease of staffing, and that its prominent corner location and well-crafted design met the needs for the new branch.

Ms. Thompson next called on peer review panelists, Hillary Gittleman, Presidio Trust, Bryant Rice, AIA, and Linda Sobuta, SMWM, who offered their critique of the strengths and weaknesses of the proposed branch library design and offered suggestions for improvements.

Public comment on AGENDA ITEM #2 MISSION BAY BRANCH DESIGN RECOMMENDATION

An anonymous member of the public expressed discomfort in addressing remarks to the panel instead of the Commissioners, and noted that the agenda had not listed explanatory documents presented. This person remarked that this was an area where a good deal of construction was underway, that they had not seen anything that would incline them unfavorably toward the project. This individual noted that it may be romantic but that it was an important location and a great opportunity but that perhaps the Commission should delay its approval to allow more time for additional input. Ms. Jeannene Przyblyski, Noe Valley, observed as one who had worked as a planner, she wished the planned neighborhood school was closer to the branch location and suggested that over time the growth in the

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neighborhood population might require additional services for families with children and school groups. Mr. Ed Regan expressed a preference for a stand alone branch, called attention to the importance to the collection planned for the branch, and commented that the presentations were well done.

Commissioner Bautista joined the meeting at 4:37PM.

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In response to questions by Commissioner Bautista, Mr. Underwood explained how the proposed children's area was scaled to meet the needs of the neighborhood in the immediate future and that the configurations of spaces within the proposed design would allow for any needed expansion of this area into adjoining areas if the need became evident. In answer to questions by Vice President Steiman, it was noted that the design allowed for flexibility to incorporate suggestions made by the peer review panelists. President Higueras called attention to the importance of the site and suggested that efforts be made to give greater prominence to the two-story entry/corner area. Ms. Thompson responded to President Higueras' concerns that teens be provided with a special area in the both new and renovated branches by noting that this was a planned element in all and that these services would be located so that they could access areas devoted to adult use and access to computers. Commissioner Bautista emphasized that the teen areas should be buffered so that their activities would not disturb other library users. Vice President Steiman urged staff to carefully consider the use and durability of fabrics chosen for use in the branch. In response to a question by Commissioner Strobin, the entrances and emergency exists were identified and Mr. Underwood pointed out that the senior housing resident would have to exit their part of the building to enter the library. In response to Commissioners' questions the locations of the rest rooms and access to or views of the garden area were described. President Higueras noted that the Commission's action at this point would set an overall direction for the project, but that there would be other opportunities in the future for review of the details of.the design as they evolved.

Commissioner Coulter joined the meeting at 5:10PM.

MOTION: Commissioner Strobin, seconded by Commissioner Coulter to accept the design recommendation proposed for the Mission Bay Branch Library with the understanding that the Commission would again review design elements before they were finalized.

MOTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 NEIGHBORHOOD HALL OF FAME

Commissioner Coulter provided a background summary of the discussions that had occurred during recent years about ways that the Library could recognize significant contributions to the community made by wide variety of individuals and placed this in the context of the Library's important role as the record keeper for local history. Commissioner Coulter discussed how he had developed the draft concept paper under consideration with

The number of members of the public who spoke anonymously at this meeting. 1

input from a diverse array of San Franciscans mentioning a similar community recognition effort being done by the San Francisco Foundation. Commissioner Coulter then cited the contributions in developing these concepts by Library Public Affairs Chief Marcia Schneider, Commission Secretary Mike Housh, Deputy City Attorney Catharine Barnes, and civic and community leaders Chuck Forester, Chet Roaman, Ted Stuart, Martin Paley, Council for Neighborhood Libraries member Nora Dowley, Library Commission President Charles Higueras, Dale Carlson, and Friends & Foundation Executive Director Martín Gómez. Commissioner Coulter noted that he had received a variety of responses, mainly positive, that encouraged continuation of the development of these ideas and encouraged gathering additional input. Commissioner Coulter suggested that if the Library would become committed to carrying out such a program that the process would encourage wider community involvement and engagement.

Public comment on AGENDA ITEM #3 NEIGHBORHOOD HALL OF FAME

An anonymous member of the public found the proposal dramatic and perhaps inspiring, noting its contrast with previous top down approaches to bringing new concepts forward. This person however suggested that the Library had a creditability problem and suggested that those deploring fractious politics could have been responsible for creating them. Mr. Ed Regan commented that the concepts seem good and suggested that special emphasis be made to provide a senior citizens room with books and materials of interest to seniors and a pamphlet room in each branch and perhaps produce pamphlets on community heroes with their photograph. Ms. Chris Ortiz, Council of Neighborhood Libraries, noted that the Portola Branch had been working on saving its community history and that the first step in any such program must be the creation of good archives in each neighborhood. Ms. Jeannene Przyblyski, Noe Valley, pointed out the Friends of Noe Valley had been engaged in just such a process and that in order to be successful it must flow from the community. Ms. Przyblyski noted that the Noe Valley archives were a mess and that some kind of structured support would be needed to insure the quality of the history gathered. She also cited the neighborhood's Claire Piltcher Award and urged that the Library reach out to the community when going forward with this concept.

Commission comment on AGENDA ITEM #3 NEIGHBORHOOD HALL OF FAME
AGENDA ITEM #4 MAIN LIBRARY POE REPORT

Vice President Steiman suggested that this concept might work in a number of ways and recommended working closely with the Council of Neighborhood Libraries to review existing archives. Vice President Steiman called attention to a Friends & Foundation grant that had help organize and develop the neighborhood history archives at the Glen Park Branch and suggested that it would be vital to the process to create a process with extensive community input to address how these concepts might be carried out. Commissioner Bautista noted that the libraries were at the heart of each neighborhood and that community meeting with extensive outreach should be held to gather ideas. Commission Bautista

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suggested that guidelines be developed to provide a common framework from which to work. Commissioner Chin commended all of the work that had gone into creating this starting point and recommended that a clear philosophy be developed to provide an underpinning for the nitty gritty process of determining what and who to recognize. An extensive discussion followed in response to questions by Commission Chin concerning: how much such a concept would cost; what staff time would be involved; where space could be found to display plaques, and that these honors should be carefully considered and well done. Commissioner Chin suggested the contributions to literacy should be highly honored and noted having "virtual" honors would allow more flexibility and save space. She also discussed if there should be annual limits for the number to be honored. In response to questions by Commissioner Strobin, Commissioner Coulter reported that the decisions regarding who would be honored would be made by a special named mixed group representing a cross section of the community, not just the Library. President Higueras endorsed the idea in concept and recommended that as the next step a wide net be cast to gather more neighborhood input to reflect the larger community, not just the library, in building community. President Higueras noted that this was an ambitious concept that must work closely with neighborhoods to define through extensive input gathered who should be remembered and celebrated at a visible location in each branch library. The Commission President commented that how to include this required thoughtful consideration and could be an element in Branch Library Bond Program plans. President Higueras expressed his appreciation to Commissioner Coulter for taking the initiative and looked foreword to hearing more about the concept as it developed.

AGENDA ITEM #4 MAIN LIBRARY POE REPORT

(Explanatory documents: POE activity & funding report)

The City Librarian called attention to the explanatory document that discussed the current status of POE (Post Occupancy Evaluation) Report projects and noted that ongoing development of these projects was directly tied to the next agenda item, the acquisition of 190-9th Street for the Library's Support Services Center. Ms. Hildreth filled in details of POE related work during recent months and identified the status and funding assigned to each. The City Librarian reminded the Commissioners that the funding for Phase I POE projects had been appropriated during FY2000/01 and $1.4 million continued to be available for these projects. Ms. Hildreth next called attention to the Board of Supervisors deletion of the $140,000 project reserve set aside for these projects. Ms. Hildreth informed the Commission that the radio repeater system had been installed, greatly improving internal communications. Ms. Hildreth then discussed the Bureau of Architecture's design work and bid package. The City Librarian reported only one bid received and observed that the work could begin in early 2003, but that now an additional $160 to $180,000 would be needed to complete all of the work.

Commissioner Coulter left the meeting at 5:55PM and Commissioner Bautista left the meeting at 6PM

Regarding the Main Library signage issue, Ms. Hildreth noted that there would be a Signage presentation at the Commission's October 1st meeting and that $350,000 was appropriated and available for addressing Main Library signage problems.

The City Librarian then discussed in detail the reorganization plans for the Borrowers' Services Area noting that $1.8 million was appropriated and available for this work and that Library and Bureau of Architecture staff were working closely together to get detailed costs estimates. Ms. Hildreth emphasized that these plans were directly dependent on the relocation of Technical Services so that their existing space could be used during the proposed Borrowers' Services changes. Ms. Hildreth noted that a staff task force was beginning its work on the remaining 1st Floor reconfiguration and that there were still additional funds available in the Library Preservation Fund to complete First Floor work. Ms. Hildreth then discussed the proposed bridging of the second floor and suggested that with improved signage it might not be necessary. The City Librarian then discussed the use of Library Preservation Fund funds for modifications proposed for 190-9th Street in order to re-create its loading dock for use by the relocated Technical Services Department.

Public comment on AGENDA ITEM #4 MAIN LIBRARY POE REPORT

None offered.

Commission comment on AGENDA ITEM #4 MAIN LIBRARY POE REPORT

President Higueras suggested that the Commission receive ongoing reports, as plans were developed to address issues raised in the POE (Post Occupancy Evaluation) Report so that they could provide input as solutions were being crafted. In response to questions by Commissioner Chin, Ms. Hildreth discussed the funding available through the Library Preservation Fund for these projects. In response to a query by President Higueras, the City Librarian reported that the question of bridging the Second Floor could be more fully addressed after the new signage had been install for some time to allow staff to evaluate how significantly this improved user circulation and if the bridging idea was needed, given the security and staffing issues in addition to its cost that it raised.

AGENDA ITEM #5 PURCHASE & SALE AGREEMENT 190-9TH STREET

(Explanatory documents: 190-9th Street site acquisition documents)

Deputy City Librarian Paul Underwood provided the Commissioners with a detailed evaluation of the costs and assets offered in acquiring 190-9th Street as the location for the Library Support Services Center. Mr. Underwood reported that the proposed purchase price $8.5 million was within the $8.626 million set aside for this purpose and that extensive and very useful real property office furnishings in the building was also available for $60,000. The Deputy City Librarian reported that funds were available to recreate the building loading dock and to cover the $125,000 relocations costs involved in moving Technical Services to the new building. In response to previous questions raised by Commissioner Streets, Mr. Underwood detailed the anticipated operational 2003/04 costs of the new building and suggested that the $193,000 could be included in the planned 2002/03 Library Budget.

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The Deputy City Librarian reported that the existing tenant would pay $75,000 in rent to the Bond Program until their set move out date 120 days after the closing of the building's purchase. Mr. Underwood noted that Info People had expressed an interest in sharing space in the building not currently needed for Library uses and that their use of this space and income from it were compatible with and would generate additional funds for the Branch Library Bond Program. Mr. Underwood outlined the considerations that had encouraged the relocation of Technical Services out of the Main Library and noted that additionally it would improve systemwide efficiency and free space for POE identified improvements. The Deputy City Librarian reported that 190-9th Street had been thoroughly renovated to the highest standards in 2000, was in location and facilities a good match for program needs, and that it was the staff's recommendation that the Commission act to request that the building be acquired for the Library.

Mr. Charlie Dunn, Department of Administrative Services, Division of Real Estate reported to the Commission that this three story concrete building, fully renovated in 2000, likely to be very low maintenance, was an excellent value. Mr. Dunn noted that the 42,292 sq. ft. building on a 17,000 sq. ft. lot with ample natural light and space to restore its loading dock in a 12 parking space area at it side met the library's identified needs for a Support Services Facility. Additionally, Mr. Dunn reported that the building featured operable windows, 5000 amps of power, 120 tons of HVAC, and a good security system. Mr. Dunn also noted that included at .10 on the dollar were top quality furnishings that would save the Library considerable funds in moving in and setting up the Technical Services Department in the new building. Mr. Dunn concluded that in his opinion this was a highly advantageous acquisition and that it was his recommendation that the Library Commission recommend that the Board of Supervisors take action to acquire the building for the Library.
Ms. Hildreth explained the legislative timelines and Board of Supervisors Finance Committee schedule to the Commissioners and suggested that if everything went well, action could be taken and escrow closed by the end of November.

Public comment on AGENDA ITEM #5 PURCHASE & SALE AGREEMENT 190-9TH STREET

An anonymous member of the public expressed concern that explanatory documents were not available in advance and suggested that based on their understanding of recently read Minutes of a BALIS meeting that there might be a plan to provide the Friends & Foundation with space in this building

Commission comment on AGENDA ITEM #5 PURCHASE & SALE AGREEMENT 190-9TH STREET

President Higueras noted that in this situation the Library might gain benefit from the changing economic conditions to obtain an excellent building for a far more reasonable cost than would have been possible just a few years ago. President Higueras noted that he had examined the building and found it to be of the highest quality, very close to the Main Library and providing a great deal of space for relatively little money. The Commission President observed that this was the best opportunity that the Library was likely to find and

expressed his appreciation to Mr. Dunn for the outstanding work he had provided in making this possible. Vice President Steiman agreed that this seemed like a very good deal and offered her congratulations to Mr. Dunn. Commissioner Chin also agreed that this looked very good and expressed concern that there might be other competitors for its purchase. Mr. Dunn clarified that the Library had a Letter of Intent to purchase with the owner. The City Librarian clarified that there had not ever been any plans for the Friends & Foundation to have any space in 190-9th Street, that they were engaged in their own search process for a new location, and that they would not qualify as tenants within the requirements of uses for Bond funded projects.

President Higueras called a brief recess at 6:36PM.
The Commission returned to session at 6:50PM

MOTION: Commissioner Chin, seconded by Vice President Steiman to approve and recommend to the Board of Supervisors approval of a purchase & sale agreement for the acquisition of 190-9th Street for use as the Library's Support Services Center.

MOTION: AYE 4-0 (Chin, Higueras, Steiman, and Strobin)

AGENDA ITEM #6 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson noted at this meeting her report would not include an information presentation. Ms. Thompson next presented the regular budget report, informing the Commissioners that there had been no changes in the Bond Program Budget since her last report. The Bond Program Manager next reported no changes in the program schedule as reported in August. The Bond Program Manager next informed the Commissioners concerning site acquisition activities regarding the proposed Portola branch at the Martin Luther King Middle School site for the Portola Branch, reported that an appraisal was underway and the School Board was scheduled to address this matter, and that locations were still being sought for the Visitacion Valley Branch. Ms. Thompson next reported on the ongoing active projects, updating the Commissioners concerning activities at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries. The Bond Program Manager then discussed the RFQ issued for design teams and about the bond sales.

Ms. Thompson then provided information concerning community outreach meetings including: a Richmond Branch public art meeting on September 18th; a Noe Valley Branch Community meeting on September 21st; a Marina Branch community meting on September 26th; a Parkside Branch community meeting on September 28th; a Visitacion Valley Branch community meeting planned for October 12th, a Mission Bay Branch public art selection meeting on October 17th, and a Portola Branch community meeting on October 21st. The Bond Program Manager noted that responses to a RFQ (request for qualifications) were received on September 3rd and that she hoped to have a pool of five design teams in place by October. The Bond Program Manager informed the Commissioners that there would be no special report at this meeting and informed the Commissioners that the next quarterly reports would be made in October. Lastly, Ms. Thompson noted that the Bond Program Website was active and that the latest edition of the Bond Program newsletter was available.

Public comment on AGENDA ITEM #6 BOND PROGRAM MANAGERS REPORT

None offered

Commission comment on AGENDA ITEM #6 BOND PROGRAM MANAGERS REPORT

In answer to a question by President Higueras, Ms. Thompson noted that lower bond sale costs would accrue savings that could be transferred for use on other Bond Program projects.

AGENDA ITEM #7 PUBLIC COMMENT

An anonymous member of the public suggested that the Commission reconsider the starting time set of its meetings and continued with comments related to thoughts raised by the discussion of the proposed Neighborhood Hall of Fame. This person reflected on a New York Times magazine article suggesting that the World Trade Center had been built by spending important community social capital, that is the community's quantifiable human/community /personal values, as had this person noted the Main Library. This individual noted that libraries were central to any ability to understand our heritage.

AGENDA ITEM #8 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Chin that the meeting be adjourned.

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

MOTION: AYE 4-0 (Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 7:06PM.

Michael Housh, Commission Secretary 9/26/02

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

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San Francisco Public Library Commission
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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, September 19, 2002.
(As approved Amended October 17, 2002)

The San Francisco Public Library Commission held a regular meeting on Thursday, September 19, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by President Higueras.

The following members were noted present: Commissioners Higueras, Vice President Steiman, Commissioner Bautista, and Commissioner Strobin. Commissioners Chin and Coulter's arrival was expected to be delayed. Commissioner Streets was excused.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 15, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 15, 2002 COMMISSION MEETING

An anonymous member of the public commented that there were many inaccuracies in the way in which their comments had been reported, calling particular attention to page 3 remarks regarding their objections to the Commission setting aside seating at the front of the auditorium for those making presentations at that meeting and to their public comment remarks suggesting that no one agrees with arbitrary power unless it is their own. Mr. Ed Regan found that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 15, 2002 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the Minutes be approved.

MOTION: AYE 4-0 (Bautista, Higueras, Steiman, and Strobin)

AGENDA ITEM #2 MISSION BAY BRANCH DESIGN RECOMMENDATION

Bond Program Manager Marilyn Thompson begin with a brief background summary of developments relating the new $3.9 million Mission Bay Branch. The Bond Program Manager noted that this was to be a first floor library located at the corner of a mixed use affordable senior housing development that also included non-profit office space as well as some commercial storefront spaces. Ms. Thompson then introduced the members of the design team and the peer review panel to discuss the preliminary proposed design being recommended for the new Mission Bay Branch Library. The Bond Program Manager outlined a tentative timeline calling for beginning construction at the end of 2002/beginning of 2003, with completion in 2004, then introduced Mr. Bruce Prescott, Santos Prescott & Associates, who provided a detailed presentation on the proposed design for the new branch library. Mr. Prescott first outlined the location of the new branch as an element of a Redevelopment Agency mixed use housing, library, non-profit office, and commercial development project to be built at the corner of 4th Street and Berry Streets in the Mission Bay Project Area. Mr. Prescott then presented a series of slides showing views of the proposed building from various angles, with exterior and interior drawings, and floorplans, discussing what each represented in some detail. Ms. Thompson then introduced Deputy City Librarian Paul Underwood, who gave the Library's response to the proposed design, discussing the community needs assessment process, and highlighting the community input planning work contributed by Marilyn Hope Smulyn and a preliminary services program developed by Library Consultant William Sannwald. Mr. Underwood noted that proposed services approach themes indicated that the branch would initially focus on providing services for seniors and adults, and with a special emphasis on filling an identified lack of available services for neighborhood children in the emerging neighborhood. The Deputy City Librarian identified interest in providing access to tech training for seniors with sufficient computer access available to meet an expected need by residents. Mr. Underwood further commented that there had been a significant expression of interest that the library, by creating a welcoming comfortable environment, help to begin the process of creating a new community. The Deputy City Librarian reported that the Library design as proposed provided for all of the identified services needs, for efficiency and ease of staffing, and that its prominent corner location and well-crafted design met the needs for the new branch.

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Commission comment on AGENDA ITEM #3 NEIGHBORHOOD HALL OF FAME

Vice President Steiman suggested that this concept might work in a number of ways and recommended working closely with the Council of Neighborhood Libraries to review existing archives. Vice President Steiman called attention to a Friends &

Foundation grant that had help organize and develop the neighborhood history archives at the Glen Park Branch and suggested that it would be vital to the process to create a process with extensive community input to address how these concepts might be carried out. Commissioner Bautista noted that the libraries were at the heart of each neighborhood and that community meeting with extensive outreach should be held to gather ideas. Commission Bautista suggested that guidelines be developed to provide a common framework from which to work. Commissioner Chin commended all of the work that had gone into creating this starting point and recommended that a clear philosophy be developed to provide an underpinning for the nitty gritty process of determining what and who to recognize. An extensive discussion followed in response to questions by Commission Chin concerning: how much such a concept would cost; what staff time would be involved; where space could be found to display plaques, and that these honors should be carefully considered and well done. Commissioner Chin suggested the contributions to literacy should be highly honored and noted having "virtual" honors would allow more flexibility and save space. She also discussed if there should be annual limits for the number to be honored. In response to questions by Commissioner Strobin, Commissioner Coulter reported that the decisions regarding who would be honored would be made by a special named mixed group representing a cross section of the community, not just the Library. President Higueras endorsed the idea in concept and recommended that as the next step a wide net be cast to gather more neighborhood input to reflect the larger community, not just the library, in building community. President Higueras noted that this was an ambitious concept that must work closely with neighborhoods to define through extensive input gathered who should be remembered and celebrated at a visible location in each branch library. The Commission President commented that how to include this required thoughtful consideration and could be an element in Branch Library Bond Program plans. President Higueras expressed his appreciation to Commissioner Coulter for taking the initiative and looked foreword to hearing more about the concept as it developed.

AGENDA ITEM #4 MAIN LIBRARY POE REPORT

(Explanatory documents: POE activity & funding report)

The City Librarian called attention to the explanatory document that discussed the current status of POE (Post Occupancy Evaluation) Report projects and noted that ongoing development of these projects was directly tied to the next agenda item, the acquisition of 190-9th Street for the Library's Support Services Center. Ms. Hildreth filled in details of POE related work during recent months and identified the status and funding assigned to each. The City Librarian reminded the Commissioners that the funding for Phase I POE projects had been appropriated during FY2000/01 and $1.4 million continued to be available for these projects. Ms. Hildreth next called attention to the Board of Supervisors deletion of the $140,000 project reserve set aside for these projects. Ms. Hildreth informed the Commission that the radio repeater system had been installed, greatly improving internal communications. Ms. Hildreth then discussed the Bureau of Architecture's design work and bid package. The City Librarian reported only one bid received and observed that the work could begin in early 2003, but that now an additional $160 to $180,000 would be needed to complete all of the work.

Commissioner Coulter left the meeting at 5:55PM and Commissioner Bautista left the meeting at 6PM

Regarding the Main Library signage issue, Ms. Hildreth noted that there would be a Signage presentation at the Commission's October 1st meeting and that $350,000 was appropriated and available for addressing Main Library signage problems.

The City Librarian then discussed in detail the reorganization plans for the Borrowers' Services Area noting that $1.8 million was appropriated and available for this work and that Library and Bureau of Architecture staff were working closely together to get detailed costs estimates. Ms. Hildreth emphasized that these plans were directly dependent on the relocation of Technical Services so that their existing space could be used during the proposed Borrowers' Services changes. Ms. Hildreth noted that a staff task force was beginning its work on the remaining 1st Floor reconfiguration and that there were still additional funds available in the Library Preservation Fund to complete First Floor work. Ms. Hildreth then discussed the proposed bridging of the second floor and suggested that with improved signage it might not be necessary. The City Librarian then discussed the use of Library Preservation Fund funds for modifications proposed for 190-9th Street in order to re-create its loading dock for use by the relocated Technical Services Department.

Public comment on AGENDA ITEM #4 MAIN LIBRARY POE REPORT

None offered.

Commission comment on AGENDA ITEM #4 MAIN LIBRARY POE REPORT

President Higueras suggested that the Commission receive ongoing reports, as plans were developed to address issues raised in the POE (Post Occupancy Evaluation) Report so that they could provide input as solutions were being crafted. In response to questions by Commissioner Chin, Ms. Hildreth discussed the funding available through the Library Preservation Fund for these projects. In response to a query by President Higueras, the City Librarian reported that the question of bridging the Second Floor could be more fully addressed after the new signage had been install for some time to allow staff to evaluate how significantly this improved user circulation and if the bridging idea was needed, given the security and staffing issues in addition to its cost that it raised.

AGENDA ITEM #5 PURCHASE & SALE AGREEMENT 190-9TH STREET

(Explanatory documents: 190-9th Street site acquisition documents)

Deputy City Librarian Paul Underwood provided the Commissioners with a detailed evaluation of the costs and assets offered in acquiring 190-9th Street as the location for the Library Support Services Center. Mr. Underwood reported that the proposed purchase price $8.5 million was within the $8.626 million set aside for this purpose and that extensive and very useful real property office furnishings in the building was also available for $60,000. The Deputy City Librarian reported that funds were available to recreate the building loading dock and to cover the $125,000 relocations costs involved in moving Technical Services to the new building. In response to previous questions raised by Commissioner Streets, Mr. Underwood detailed the anticipated operational 2003/04 costs of the new building and suggested that the $193,000 could be included in the planned 2002/03 Library Budget.

The Deputy City Librarian reported that the existing tenant would pay $75,000 in rent to the Bond Program until their set move out date 120 days after the closing of the building's purchase. Mr. Underwood noted that Info People had expressed an interest in sharing space in the building not currently needed for Library uses and that their use of this space and income from it were compatible with and would generate additional funds for the Branch Library Bond Program. Mr. Underwood outlined the considerations that had encouraged the relocation of Technical Services out of the Main Library and noted that additionally it would improve systemwide efficiency and free space for POE identified improvements. The Deputy City Librarian reported that 190-9th Street had been thoroughly renovated to the highest standards in 2000, was in location and facilities a good match for program needs, and that it was the staff's recommendation that the Commission act to request that the building be acquired for the Library.

Mr. Charlie Dunn, Department of Administrative Services, Division of Real Estate reported to the Commission that this three story concrete building, fully renovated in 2000, likely to be very low maintenance, was an excellent value. Mr. Dunn noted that the 42,292 sq. ft. building on a 17,000 sq. ft. lot with ample natural light and space to restore its loading dock in a 12 parking space area at it side met the library's identified needs for a Support Services Facility. Additionally, Mr. Dunn reported that the building featured operable windows, 5000 amps of power, 120 tons of HVAC, and a good security system. Mr. Dunn also noted that included at .10 on the dollar were top quality furnishings that would save the Library considerable funds in moving in and setting up the Technical Services Department in the new building. Mr. Dunn concluded that in his opinion this was a highly advantageous acquisition and that it was his recommendation that the Library Commission recommend that the Board of Supervisors take action to acquire the building for the Library.
Ms. Hildreth explained the legislative timelines and Board of Supervisors Finance Committee schedule to the Commissioners and suggested that if everything went well, action could be taken and escrow closed by the end of November.

Public comment on AGENDA ITEM #5 PURCHASE & SALE AGREEMENT 190-9TH STREET

An anonymous member of the public expressed concern that explanatory documents were not available in advance and suggested that based on their understanding of recently read Minutes of a BALIS meeting that there might be a plan to provide the Friends & Foundation with space in this building

Commission comment on AGENDA ITEM #5 PURCHASE & SALE AGREEMENT 190-9TH STREET

President Higueras noted that in this situation the Library might gain benefit from the changing economic conditions to obtain an excellent building for a far more reasonable cost than would have been possible just a few years ago. President Higueras noted that he had examined the building and found it to be of the highest quality, very close to the Main Library and providing a great deal of space for relatively little money. The Commission President observed that this was the best opportunity that the Library was likely to find and expressed his appreciation to Mr. Dunn for the outstanding work he had provided in making this possible. Vice President Steiman agreed that this seemed like a very good deal and offered her congratulations to Mr. Dunn. Commissioner Chin also agreed that this looked very good and expressed concern that there might be other competitors for its purchase. Mr. Dunn clarified that the Library had a Letter of Intent to purchase with the owner. The City Librarian clarified that there had not ever been any plans for the Friends & Foundation to have any space in 190-9th Street, that they were engaged in their own search process for a new location, and that they would not qualify as tenants within the requirements of uses for Bond funded projects.

President Higueras called a brief recess at 6:36PM.
The Commission returned to session at 6:50PM

MOTION: Commissioner Chin, seconded by Vice President Steiman to approve and recommend to the Board of Supervisors approval of a purchase & sale agreement for the acquisition of 190-9th Street for use as the Library's Support Services Center.

MOTION: AYE 4-0 (Chin, Higueras, Steiman, and Strobin)

AGENDA ITEM #6 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson noted at this meeting her report would not include an information presentation. Ms. Thompson next presented the regular budget report, informing the Commissioners that there had been no changes in the Bond Program Budget since her last report. The Bond Program Manager next reported no changes in the program schedule as reported in August. The Bond Program Manager next informed the Commissioners concerning site acquisition activities regarding the proposed Portola branch at the Martin Luther King Middle School site for the Portola Branch, reported that an appraisal was underway and the School Board was scheduled to address this matter, and that locations were still being sought for the Visitacion Valley Branch. Ms. Thompson next reported on the ongoing active projects, updating the Commissioners concerning activities at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries. The Bond Program Manager then discussed the RFQ issued for design teams and about the bond sales.

Ms. Thompson then provided information concerning community outreach meetings including: a Richmond Branch public art meeting on September 18th; a Noe Valley Branch Community meeting on September 21st; a Marina Branch community meting on September 26th; a Parkside Branch community meeting on September 28th; a Visitacion Valley Branch community meeting planned for October 12th, a Mission Bay Branch public art selection meeting on October 17th, and a Portola Branch community meeting on October 21st. The Bond Program Manager noted that responses to a RFQ (request for qualifications) were received on September 3rd and that she hoped to have a pool of five design teams in place by October. The Bond Program Manager informed the Commissioners that there would be no special report at this meeting and informed the Commissioners that the next quarterly reports would be made in October. Lastly, Ms. Thompson noted that the Bond Program Website was active and that the latest edition of the Bond Program newsletter was available.

Public comment on AGENDA ITEM #6 BOND PROGRAM MANAGERS REPORT

None offered

Commission comment on AGENDA ITEM #6 BOND PROGRAM MANAGERS REPORT

In answer to a question by President Higueras, Ms. Thompson noted that lower bond sale costs would accrue savings that could be transferred for use on other Bond Program projects.

AGENDA ITEM #7 PUBLIC COMMENT

An anonymous member of the public suggested that the Commission reconsider the starting time set of its meetings and continued with comments related to thoughts raised by the discussion of the proposed Neighborhood Hall of Fame. This person reflected on a New York Times magazine article suggesting that the World Trade Center had been built by spending important community social capital, that is the community's quantifiable human/community /personal values, as had this person noted the Main Library. This individual noted that libraries were central to any ability to understand our heritage.

AGENDA ITEM #8 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Chin that the meeting be adjourned.

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

MOTION: AYE 4-0 (Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 7:06PM.

Michael Housh, Commission Secretary 10/18/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 19, 2002

Item 1:
Approval of the Minutes: August 15, 2002

"At one of our lawsuits the judge observed from the bench that you can't tell from these minutes what is going on. I just chuckled at that.

On page three, it is reported that I expressed unhappiness with a reserved section for the commissioners. The unhappiness was with the fact that a section had been reserved for certain of your guests that were invited and valued. You represent all of the citizen and all of the citizens should be your guests.

On page seven, there is a reference to the privileges of money. What was actually said was that no one agrees with arbitrary and capricious power unless it is their arbitrary and capricious power. Also, barriers in society come from people who are not informed, but who expect their positions to be respected because they have given money and nothing else."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 19, 2002

Item 2:
Mission Bay Branch Design Recommendation

"Presumably the commission will retake the stage and that might be the appropriate time to take public comment.

The agenda does not list explanatory documents. Despite that, there are some. They are relatively cursory.

There was no chance to review the documents or to even know who the peer review panel might be.

Like everyone, I was somewhat seduced by the professional and colorful nature of the presentation. It would have drawn a laugh to suggest that there were views over Mission Creek and Lefty O'Doul Bridge. It certainly will not draw a laugh in the future. The idea of a library connecting to that waterfront and civic corridor represents a great opportunity.

This should be put off for a month so that more people than are here can review what is being proposed."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 19, 2002

Item 3:
Neighborhood Hall of Fame

"This is enthralling and might begin with a quotation from 'Elegy Written in a Country Churchyard' such as, 'The feckless world to majesty may bow . . . .'

It stands in stark contrast to a decade ago when this library espoused the charismatic leader who needed to steamroller over resistence in the community and become the 'Clint Eastwood of Librarians.'

The people considered for this honorarium would have been dismissed as 'process junkies' in those days.

What leaps to mind is a news article about a standoff in Idaho where the mother of a reclusive group had been arrested after receiving a promise that she would not be. Then the authorities complained of a problem with credibility.

It is the history of this institution that has led to the fractious politics and the breakdown in community values that you deplore.

If you want credibility, your course is clear."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 19, 2002

Item 5:
Purchase & Sale Agreement – 190 - 9th Street

"The memorandum on which this is based is dated today. I received it at home postmarked on September 13.

Is this designed to give us advance information, but not give that same information to others? That is conjecture on my part, but why would a memorandum be post-dated a week?

At the same time I received the minutes of the BALIS meeting in which Debra Doyle reportedly made a comment that the library administration is looking for a building for technical services and the Foundation.

One might say that Debra Doyle doesn't know anything, but my experience is that Debra Doyle knows exactly what she is talking about and is more involved in the planning than you are.

If it turns out the Foundation ends up in this building and there was no disclosure at this point, it would be a shock to your credibility."

Minutes of the regular Commission Meeting of September 19, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 19, 2002

Item 7:
Public Comment

"The concept paper was inspiring. There was an article in the magazine section of the Sunday NY Times that describes how the World Trade Center was built by spending the social capital.

It is of great interest to me that the concept paper made liberal reference to the concept of social capital and that those social and human values are not real unless we attach the word 'capital' to them so that capitalists can at least have the illusion that it can be quantified in some way.

There is an analogy between the article on the World Trade Center and this building. There is no question but that we spent the social capital of this community to build this building.

With respect to library buildings it is absolute nonsense. Public libraries are quintessentially an investment in people, their history and their ability to understand their own heritage."

Library Commission

September 19, 2002

1. Approval of 8/15/02 Minutes

Explanatory document available:

Draft Minutes

2. Mission Bay Branch Design Recommendation

Architect's Presentation

Bruce Prescott, Santos Prescott

Library's Response

Paul Underwood, Deputy City Librarian

Design Review

Peer Panel Members:
Hillary Gitelman, Presidio Trust
Bryant Rice, AIA
Linda Sobuta, SMWM

Public Comment

Commission Discussion & Possible Action

3. Neighborhood Hall of Fame

Explanatory document available:

Hall of Fame Concept Paper

4. Main Library Post Occupancy Evaluation Report

Explanatory document available:

POE Activity & Funding Report

5. Purchase & Sale Agreement 190 9th Street

Explanatory document available:

190 9th Street Site Acquisition Documents

6. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

Program Budget Report

Explanatory document available:
Current Budget Report

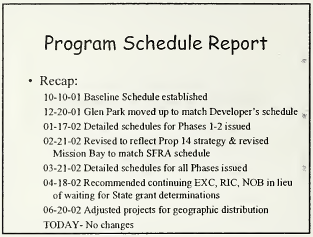
Program Budget Report

- Recap:

10-10-01 Baseline Budget established
12-20-01 Glen Park increased $88,000 (size of project increased)
01-17-02 Increased Reserve (reduced all projects 5%)
05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
06-20-02 Mission Bay increased $653,000
TODAY- No changes

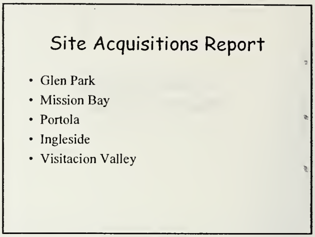
Program Schedule Report

Explanatory documents available:
New Construction Detailed Schedule
Phases 1-5 Detailed Schedules



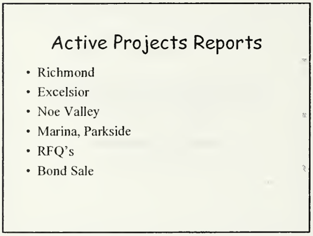
Program Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Recommended continuing EXC, RIC, NOB in lieu of waiting for State grant determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes



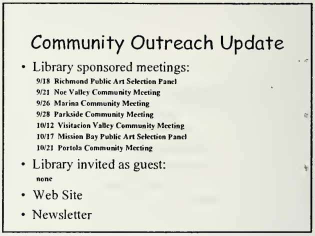
Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley



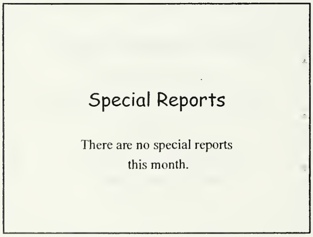
Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina, Parkside
- RFQ's
- Bond Sale



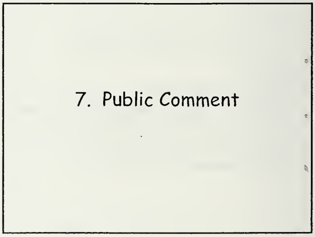
Community Outreach Update

- Library sponsored meetings:
  - 9/18 Richmond Public Art Selection Panel
  - 9/21 Noe Valley Community Meeting
  - 9/26 Marina Community Meeting
  - 9/28 Parkside Community Meeting
  - 10/12 Visitacion Valley Community Meeting
  - 10/17 Mission Bay Public Art Selection Panel
  - 10/21 Portola Community Meeting
- Library invited as guest:
  - none
- Web Site
- Newsletter



Special Reports

There are no special reports this month.



7. Public Comment

DOCUMENTS DEPT.
SEP 26 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Villie L. Brown, Jr.
Mayor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

lelen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
eborah Strobin
ommissioners

usan Hildreth
ity Librarian

ichael Housh
mmission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 1, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 3, 2002.
   Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
   (This item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of reports on: Information on a book vandalism prosecution, Ocean View Public Art project, CLA (California Library Association) election results, update on timeout software and Xerox print management implementation, overdue notice information, and highlights of exhibits and programs.

3. LIBRARY 2003/04 BUDGET WORKSHOP — DISCUSSION
   Presentation on and discussion of preliminary 2003/03 Library Budget issues.
   (Explanatory document; 2003/04 budget issues report)

4. MAIN LIBRARY SIGNAGE — DISCUSSION
   Presentation and discussion of a signage program for the Main Library.

5. FRIENDS AND FOUNDATION REPORT — DISCUSSION
   (This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. LABOR UNION REPORT
   (This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web sit http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

7. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

9/25/02 - M.Housh, Commission Secretary

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

September 20, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian
Paul Underwood, Deputy City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET PLANNING

During your October 1st meeting we will report on the Library's budget. We will review our current budget – in particular the baseline budget, examine key revenue and expenditure trends over the last five fiscal years, and provide preliminary economic assessments for the near future that will impact our budget planning. We will also discuss budget process reforms requested by the Board of Supervisors as well as our internal plan and schedule for developing the 2003-04 budget to meet the requirements of the Board and the Mayor.

Regarding budget process reform, the Board of Supervisors is continuing efforts initiated last year to be more involved in the policy formulation of the budget. Legislation has been introduced that would among other things, require the Mayor to submit a preliminary budget to the Board by March 1st and a final consolidated budget by May 1st. If enacted, this will required City departments to submit their proposed budgets to the Controller and the Mayor by January 21st – a month earlier than required under existing law. Consequently, the Commission would have to act on the Library's proposed budget during its January meeting – a short three months from now.

The presentation in October signals the beginning of our planning for the 2003-04 budget. The Mayor's Office anticipates that updated revenue projections and budget instructions will be issued by the end of October. Although preliminary and anecdotal, discussions with the Mayor's Budget Staff suggest that even the modest recovery assumed in the current year budget is falling short of expectations and that deficiencies exist this year and next. A continuing decline in General Fund revenue obviously will result in a lower allocation of General Fund to the Library under Proposition E. On a positive note, it appears that property tax assessments are exceeding budgeted assumptions. An increase – both current year and budget year – in property tax dollars allocable to the Library under Proposition E could mitigate the loss of General Fund and obviate the need to reduce Library spending this year and next.

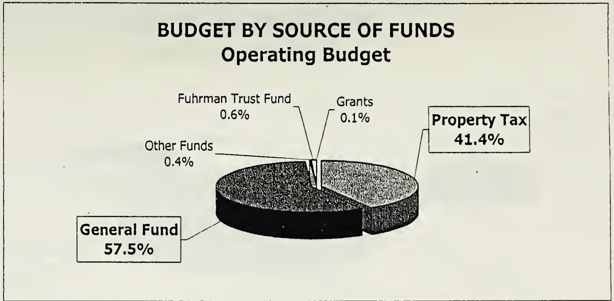
As the Library's budget is mainly dependent on revenue allocable to it under Proposition E, planning will be speculative until the Controller closes out the prior fiscal year and updates its revenue projections for the current year and next year. Due to the Library's unique funding under Proposition E, we are at this time guardedly optimistic that impacts resulting from a slower rate of recovery then previously assumed will not materially affect services and programs currently offered to the public.

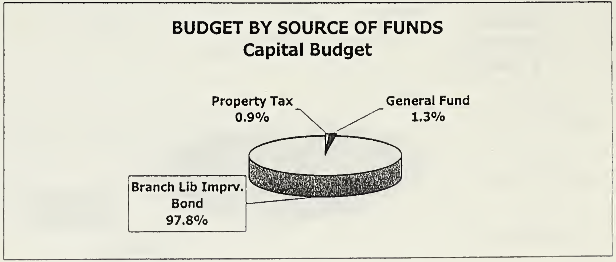
To help you prepare for this presentation, attached are several charts describing the Library's current year budget. Please call me at (415) 557-4248 if you have questions prior to the meeting.

SAN FRANCIS UBLIC LIBRARY
FY -03 AAO

USES	MAIN	BRANCH	TECHN SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	CHILDREN'S BASELINE	NON-PROGRAM	Total
Salaries	$ 9,904,270	$ 9,413,656	$ 2,760,873	$ 593,830	$ 714,215	$ 851,385	$ 3,609,250	$ 1,519,355	$ 4,333,093	$ -	$ 33,699,927
Fringe Benefits	$ 2,324,064	$ 2,558,765	$ 743,653	$ 151,873	$ 183,512	$ 195,402	$ 1,005,380	$ 327,115	$ 1,139,650	$ -	$ 8,629,414
Non-Personal Services	$ 453,300	$ 268,852	$ 266,625	$ 640	$ 60,000	$ 415,348	$ 463,111	$ 245,473	$ 61,544	$ -	$ 2,234,893
City Grant Programs	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
Materials & Supplies	$ 86,211	$ 147,996	$ 79,510	$ 6,500	$ 26,700	$ 202,526	$ 449,128	$ 17,500	$ 20,736	$ -	$ 1,036,807
Books & Materials	$ -	$ -	$ -	$ 4,705,149	$ -	$ -	$ -	$ -	$ 800,563	$ -	$ 5,505,712
Equipment	$ 59,003	$ 44,000	$ -	$ -	$ -	$ 1,126,000	$ 35,757	$ -	$ -	$ -	$ 1,264,760
Facilities Maintanence Proj.											$ -
Services Other Departments	$ -	$ -	$ -	$ -	$ 77,360	$ 470,488	$ 1,036,418	$ 723,579	$ 13,510	$ -	$ 2,321,355
Uappropriated Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,240	$ 4,240
TOTAL, OPERATIONS	**$ 12,826,848**	**$ 12,608,269**	**$ 3,850,661**	**$ 5,457,992**	**$ 1,061,787**	**$ 3,261,149**	**$ 6,599,044**	**$ 2,833,022**	**$ 6,369,096**	**$ 4,240**	**$ 54,872,108**
Branch Bond Program		$ 23,300,000									$ 23,300,000
Branch M&R Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ 240,000	$ -	$ -		$ 240,000
Branch Telephone Project	$ -	$ 280,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 280,000
TOTAL, CAPITAL PRG	**$ -**	**$ 23,580,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 240,000**	**$ -**	**$ -**	**$ -**	**$ 23,820,000**
TOTAL, USES	**$ 12,826,848**	**$ 36,188,269**	**$ 3,850,661**	**$ 5,457,992**	**$ 1,061,787**	**$ 3,261,149**	**$ 6,839,044**	**$ 2,833,022**	**$ 6,369,096**	**$ 4,240**	**$ 78,692,108**

	OPERATIONS	CAPITAL	TOTAL
Property Tax	$ 22,169,000	$ 221,000	$ 22,390,000
General Fund	$ 30,835,097	$ 299,000	$ 31,134,097
Other Funds	$ 189,000	$ -	$ 189,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants	$ 57,118	$ -	$ 57,118
Branch Lib Imprv. Bond	$ -	$ 23,300,000	$ 23,300,000
Total	$ 53,580,215	$ 23,820,000	$ 77,400,215
LPF Fund Balance	$ 1,291,893	$ -	$ 1,291,893
Net Total Revenue	$ 54,872,108	$ 23,820,000	$ 78,692,108
General Fund			
GF Transfer	$ 22,912,514	$ 275,760	$ 23,188,274
Children's Baseline	$ 5,912,726	$ -	$ 5,912,726
Total General Fund Transfer	$28,825,240	$275,760	$29,101,000
Misc. Revenue	$ 746,044	$ 8,938	$ 754,982
State Reimbursements	$ 1,263,813	$ 14,302	$ 1,278,115
Total General Fund	$30,835,097	$299,000	$31,134,097
Library Preservation Fund			
Estimated Revenue	$ 22,169,000	$ 221,000	$ 22,390,000
Fund Balance	$ 1,291,893	$ -	$ 1,291,893
	$ 23,460,893	$ 221,000	$ 23,681,893
Other Funds			
AB 1290 Passthrough	$ 24,000	$ -	$ 24,000
Homeowners Prop Tax Relief	$ 165,000	$ -	$ 165,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants	$ 57,118	$ -	$ 57,118
	$ 576,118	$ -	$ 576,118
GF Required per Prop E	$ 31,134,097		
GF Appropriated	$ 31,134,097		
Variance	$ -		

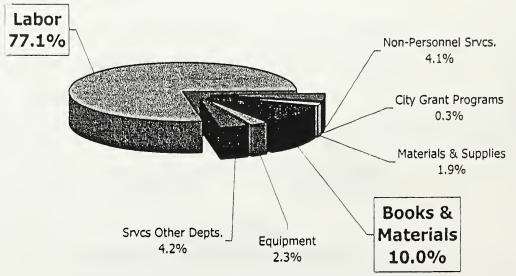

BUDGET BY SOURCE OF FUNDS
Operating Budget


BUDGET BY SOURCE OF FUNDS
Capital Budget

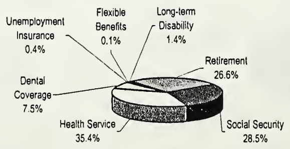
Filename: 2002-03 Budget Charts
Last Revised: 7/15/02

Salaries	$ 33,699,927	
Fringe Benefits	$ 8,629,414	
	$ 42,329,341	
Labor	$ 42,329,341	77.14%
Non-Personnel Srvcs.	$ 2,234,893	4.07%
City Grant Programs	$ 175,000	0.32%
Materials & Supplies	$ 1,036,807	1.89%
Books & Materials	$ 5,505,712	10.03%
Equipment	$ 1,264,760	2.30%
Srvcs Other Depts.	$ 2,321,355	4.23%
Unallocated	$ 4,240	0.01%
Total	**$ 54,872,108**	100.00%
Salaries		
Regular/Premium/Holiday	$ 33,311,618	98.85%
Temporary Help	$ 341,040	1.01%
Overtime	$ 47,269	0.14%
Total	$ 33,699,927	100.00%
Retirement	$ 2,298,213	26.63%
Social Security	$ 2,463,433	28.55%
Health Service	$ 3,058,652	35.44%
Dental Coverage	$ 648,712	7.52%
Unemployment Insurance	$ 32,429	0.38%
Flexible Benefits	$ 7,337	0.09%
Long-term Disability	$ 120,638	1.40%
Total	$ 8,629,414	100.00%

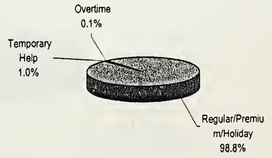
CATEGORIES OF EXPENSE
Operating Budget



FRINGE BENEFITS



SALARIES



Main Library	$	12,826,848
Branch Libraries	$	12,608,269
Techn Srvcs	$	3,850,661
Information Rsrc Mgt.	$	5,457,992
Public Affairs	$	1,061,787
Automation Srvcs	$	3,261,149
Operations	$	6,599,044
Administration	$	2,833,022
Childrens Programs	$	6,369,096
Unallocated	$	4,240
TOTAL	**$**	**54,872,108**
Less Interdept'l Recovery	$	-
NET TOTAL	**$**	**54,872,108**

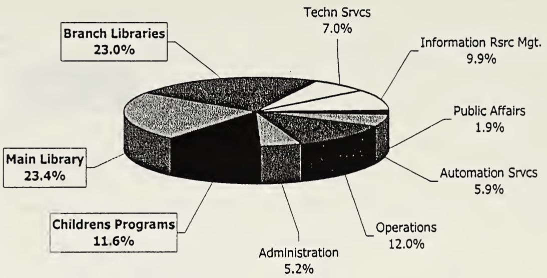
Public Services	$	37,575,389
Public Service Support	$	14,463,697
Administration	$	2,833,022
Total	$	54,872,108

Public Services
- Main
- Branch
- Children's Baseline
- DCYF
- Public Affairs
- Book Budget

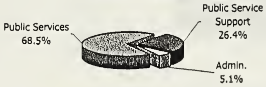
Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Resrce Mgt.

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM
Operating Budget



PERCENT OF BUDGET



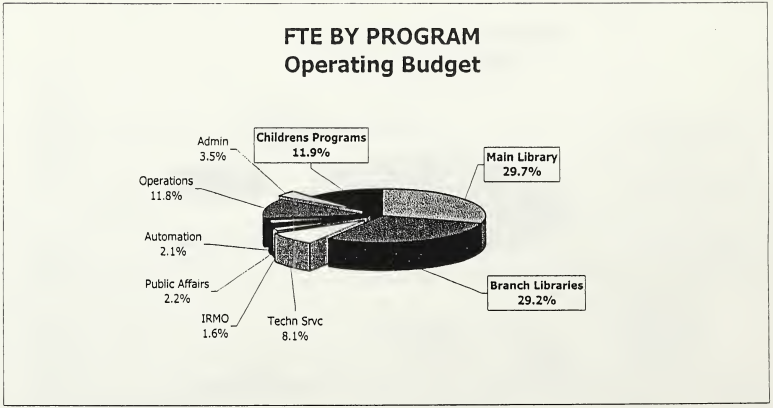
Main Library	181.92
Branch Libraries	178.75
Techn Srvc	49.78
IRMO	9.69
Public Affairs	13.22
Automation	12.97
Operations	72.08
Admin	21.25
Childrens Programs	73.20
Total	612.86

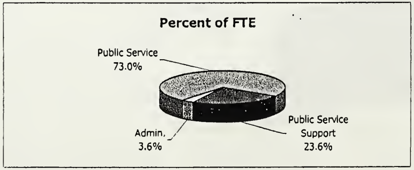
Public Service	447.09
Public Service Support	144.52
Administration	21.25
Total	612.86

Public Services
- Main
- Branch
- Proposition J
- DCYF
- Public Affairs

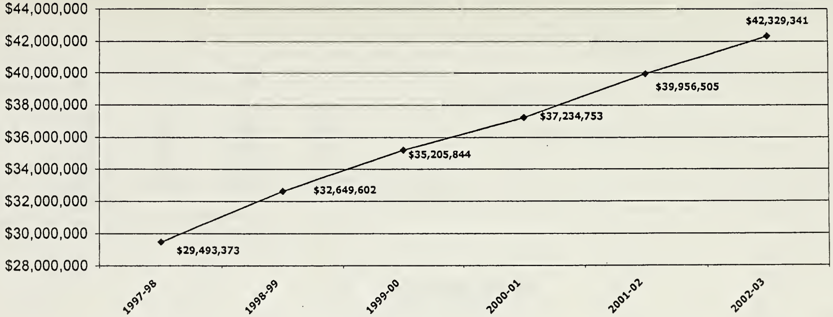
Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Resrce Mgt.

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

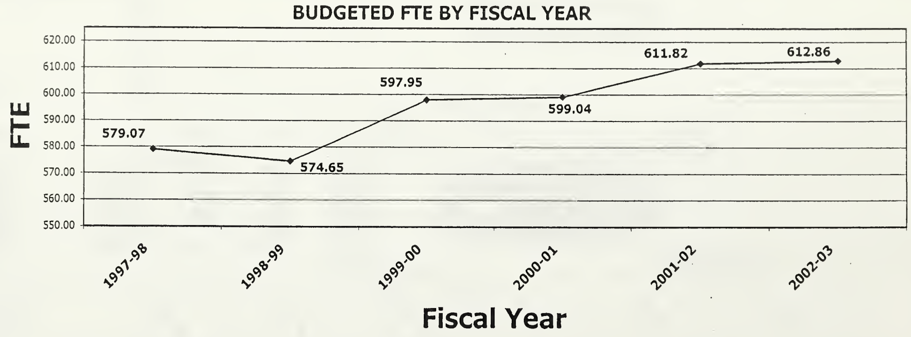




LABOR COSTS
(Salaries & Fringe Benefits)

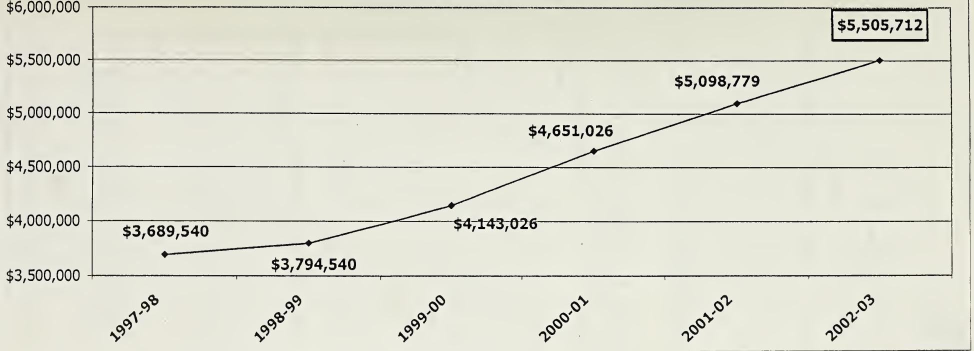


Fiscal Year	Amount	Change	Annual %	Total %
1997-98	$ 29,493,373	$ -	0.00%	0.00%
1998-99	$ 32,649,602	$ 3,156,229	10.70%	10.70%
1999-00	$ 35,205,844	$ 2,556,242	7.83%	19.37%
2000-01	$ 37,234,753	$ 2,028,909	5.76%	26.25%
2001-02	$ 39,956,505	$ 2,721,752	7.31%	35.48%
2002-03	$ 42,329,341	$ 2,372,836	5.94%	43.52%
		$ 12,835,968		
Average		$ 2,567,194	7.51%	

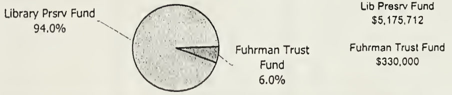


Fiscal Year	Total FTE	Change	Annual %	Total %
1997-98	579.07	0.00	0.00%	
1998-99	574.65	-4.42	-0.76%	-0.76%
1999-00	597.95	23.30	4.05%	3.26%
2000-01	599.04	1.09	0.18%	3.45%
2001-02	611.82	12.78	2.13%	5.66%
2002-03	612.86	1.04	0.17%	5.84%
		33.79		
Average		6,758	1.16%	

BOOKS & MATERIALS



FY 2002-03 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total % Change
1997-98	$3,689,540			
1998-99	$3,794,540	$ 105,000	2.8%	2.8%
1999-00	$4,143,026	$ 348,486	9.2%	12.3%
2000-01	$4,651,026	$ 508,000	12.3%	26.1%
2001-02	$5,098,779	$ 447,753	9.6%	38.2%
2002-03	$5,505,712	$ 406,933	8.0%	49.2%

NOTE: Reflects amounts originally appropriated in each fiscal year.

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, October 1, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, October , 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4: 07PM.

The following members were noted present: Commissioners Bautista, Coulter, President Higueras, and Vice President Steiman. Commissioners Chin, Streets, and Strobin were excused attendance.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE SEPTEMBER 3, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE SEPTEMBER 3, 2002 MINUTES

An anonymous member of the public noted that the reported ordering of the agenda items is not accurately reported and that this created confusion when trying to follow comments submitted in their public comment summary statement; and expressed disapproval that their public comment summary statements were not included in the Commission's agenda mailing. This person also noted that they had submitted a transcript of the Deputy City Attorney's remarks that differed from those reported in the Minutes that was not explained. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield commented that there were many things that occurred in the meeting not reported in the Minutes, calling particular attention to a discussion of the City Attorney's remarks regarding the ILS process, and regarding details of the discussion of the Records Retention Policy. Mr. Warfield also called attention to Ms. Sue Cauthen's criticism of plans for branch libraries

Commission comment on AGENDA ITEM #1 APPROVAL OF THE SEPTEMBER 3, 2002 MINUTES

President Higueras inquired if Vice President Steiman wished changes made in her remarks in the reported minutes, inquired concerning the correct numbering of agenda items, and suggested that the Minutes be amended to reflect receipt of a copy of a transcript of the Deputy City Attorney Hiyashi's comments discussed in the Minutes.

MOTION: by Commissioner Bautista, seconded by Vice President Steiman for approval of the Minutes of September 3, 2002 as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported that John Perkins, the alleged book slasher, who had been caught defacing materials relating to gay and lesbian issues, had been convicted with a hate crime enhancement and was on probation with restitution required of $9,600 to the Library. Ms. Hildreth then introduced Ms. Tonia Macneil of the Arts Commission, who presented an update on the Ocean View public art enhancements. The City Librarian then informed the Commission that she had been elected Vice President/President-Elect of the California Library Association CLA) with her Presidential term occurring in 2004. Ms. Hildreth then told the Commissioners that all facilities except for two branches were using the library on-line automated computer management software and that new copy machines and networked printers were available at the Main Library and the branch libraries. The City Librarian additionally reported that as of September 28, 2002, the 2nd overdue notice would no longer be produced or mailed as it was an expense in a tight budget year and was not producing any results. The City Librarian also highlighted the current Vietnam exhibit as well as the Mission Bay Branch public art proposals. Ms. Hildreth then reported on upcoming programs including "Grapes of Wrath" activities at several locations, the "Litquake" author celebration, and several election forums sponsored by the League of Women Voters. The City Librarian called the Commission's attention to recent security improvements at the City Librarian's Office.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public congratulated Ms. Hildreth, discussed how books are powerful totems of our literate heritage, and commented on the lack of details concerning the Xerox contract and about problems for patrons using the Time-out software. This person complained that the discontinuation of the 2nd notices was not properly noticed or fully discussed. Mr. Ed Regan congratulated Ms. Hildreth and recommended that copies be made available for 1 cent each. Mr. Regan additionally asked how many overdue notices were sent out and how many books were missing. Mr. Peter Warfield congratulated Ms. Hildreth; asked for more details on items discussed in her report; commented on copying costs; and requested statistics on recovered materials. Mr. Warfield also urged that in fairness 2nd notices be continued; and spoke about problems users experience with the Time-out software.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to a question by President Higueras, the City Librarian outlined the history of problems with the previous contracts and how this contract was negotiated. Ms. Kathy Lawhun, Chief of the Main Library explained further details of costs of copying and other aspects the Xerox Contract. Ms. Lawhun noted that costs might come down as more information on how the new system works becomes available. The Library's copying charges were reported among the lowest in the Bay Area. Responding to Commissioner Bautista's question concerning why the copier revenues were going to the City's General

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Fund, Ms. Hildreth explained the City policies governing such revenues. Responding to questions by President Higueras, Ms. Hildreth proposed to provide additional information concerning the costs of sending out the additional overdue notices as well as discussed the very low rate of returns resulting from the additional notices. Regarding the Time-out software, Ms. Hildreth reported very few complaints had been received and as the system was just being introduced in the branches its trial period there is still underway. Commissioner Coulter noted that Ms. Hildreth's election to statewide CLA office reflected great credit on the library. In response to a comment by Commissioner Coulter calling for recognition for those staff members who went far beyond the call of duty in helping catch the book vandal, Ms. Hildreth noted that those who helped catch him would share the reward offered for the apprehension of the vandal. In response to questions by President Higueras, Art Commission staff made clear that there would be every effort made to avoid any disruption of services at the Ocean View Branch during installation of the new art. In response to a question by Commissioner Bautista, Ms. Hildreth reported increasing use of email addresses to contact library users by email.

President Higueras announced that Agenda Item #4 Main Library Signage would be taken up before Agenda Item #3 the Budget Workshop.

AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

The Chief of the Main Library Kathy Lawhun presented an overview of the process beginning with recommendations in the POE (Post Occupancy Evaluation) Report on the Main Library that led to the development of a new signage and way finding program. Ms. Lawhun then reported on the work of a staff Signage Task Force including Phil Sowers, Bureau of Architecture, Barbara McMahon, Library graphic designer, and the Chief of the Main, assisted by a large working group of Main Library staff, in developing and refining signage proposals to resolve identified problems. Ms. Lawhun reported improved overall way finding, directory kiosks, finding specific destinations, and specific design and legibility issues were identified by Main Library staff as the prime areas in need of improvement.

The Chief of the Main Library then introduced signage consultant Kate Keating, who provided a detailed presentation including slides concerning the proposed Main Library signage improvements to the Commissioners. Ms. Keating identified way finding as the critical core component of the new signage system and visually walked the Commissioners through the building showing where and how new signage and podium style signage presentations designed to be compatible in materials and designs with and complementary to the building's existing design would be placed. Ms. Keating highlighted efforts made to increase ADA (Americans with Disabilities Act) compliance and legibility as well as facilitate finding collections and more clearly identifying designated locations. Ms. Keating concluded her presentation with examples of signage prototypes.

Public comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

An anonymous member of the public noted that there were many verities of addressing signage problems expressed a preference that staff retains an ability to produce as needed changes in the signs. This person also noted that there was frequently is a trade off between the prominence of a sign and addressing other issues in the library. Ms. Barbara Berman, Friends & Foundation expressed satisfaction with the improvements she had seen and found them a step in the right direction. Mr. Ed Regan lauded the presentation, and suggested signage directing users to the library collections be mounted on the bookshelves. Mr. Peter Warfield expressed disappointment that library users had not been included in the discussion of signage planning relating an anecdote highlighting practical issues concerning signage on a bathroom hand dryer. Mr. Warfield suggested visual pathways might be created to address problems people had experienced in getting around the Main Library. Mr. Warfield also noted the importance of having signage directing users to specific destinations.

Commission comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

In response to a query by Commissioner Coulter, Ms. Lawhun discussed the Main Library's talking signage for the blind and print disabled. Commissioner Coulter expressed approval of the proposed signage as highly complementary to the Main Library's design and inquired concerning design advice offered pro bono by SMWM (Simon Martin-Vegue, Winkelstein Moris), the Main Library's original designer. In response to queries by President Higueras, Ms. Keating described how they had worked with a functioning system in making improvements and noted that the signage pedestals will not be specially illuminated. Ms. Lawhun described how the improved signage to specific destinations and describing specific collections and new way finding maps had been working. The Chief of the Main informed the Commissioners that the next steps in this process would be development of the designs costs and a recommendation being brought to the Commission later in the year. Vice President Steiman lauded the clarity in identifying what was on each floor on the new signage and inquired what process was planned to try out designs and make any needed modifications before going forward with the rest of the Building. Ms. Lawhun informed Commissioner Bautista that this plan addressed the signage issues raised in the Post Occupancy Evaluation Report. In response to a suggestion by Commissioner Bautista that ordinary users be invited to review the signage, the City Librarian noted that staff had thoroughly evaluated the proposed signage program and that a public presentation or a review by members of the Council for Neighborhood Libraries might be considered.

AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

(Explanatory document: FY 2003-04 Budget Planning memo & slide presentation)

Library Finance Director George Nichols presented the Commissioners with an overview of the recent history of Library budgets and revenue background and the budget related issues facing the Library in FY 2003/04. Mr. Nichols called attention to a summary of his slide presentation that had been provided to the Commissioners and was available to members of the public at the rear of the auditorium. The Library's Finance Director noted that an economic recovery had not occurred and cited figures reflecting economic problems at the federal, state, and local levels and related likely budget reductions from all levels of government. Mr. Nichols observed that this situation had serious implications for future library budgets.

Mr. Nichols next outlined the principle baseline budget issues that would have to be addressed in the next budget. The Library Finance Direction reported negotiations for new

The number of members of the public who spoke anonymously at this meeting. 1

labor contracts with major employee groups citywide would take place next year with related potential budget impacts. Mr. Nichols called attention to new expenses related to operating 190-9th Street that would have to be absorbed as well. The Library Finance Director indicated that even given these circumstances he was guardedly optimistic that no program or services reductions would be needed in the next budget.

Library Budget Officer Kathleen Lucey then discussed in greater detail the baseline budget beginning with a review of the current year's $54.872 million baseline budget paying for 612 fulltime staff and Library program operations. Ms. Lucey called attention to this year's one time budget costs, the $23.82 capital budget, and discussed various charts in the slide presentation providing various views of how budget funds were expended. Ms. Lucey explained the expenditures by category in the FY 2001/02 Budget and called attention to likely areas where costs could be expected to increase an estimated $2.3 million over the current baseline. Ms. Lucey cited a figure of S55.96 million as the expected baseline budget for next year.

Mr. Nichols noted that, as he had just learned that the Commission was about to lose its quorum, this discussion would be continued to the November meeting and wrapped up his comments with a recommendation that Commissioners review the materials provided in the budget handout.

President Higueras reported that as the Commission was about to lose its quorum that he was continuing the Budget Workshop item and striking Agenda Item #6, Union Report, and Agenda Item #7 New Business, and moved directly to Agenda item #8 Public Comment.

AGENDA ITEM #8 PUBLIC COMMENT

Mr. Terrill Timberlake inquired concerning the status of the Library's Dorothy Starr collection of sheet music. Mr. Timberlake provided background information on how this important collection was acquired and expressed concern that there had been an 11 year wait for these materials to be made available as promised to the public. An anonymous member of the public expressed concern with terms used to describe the inclusion of citizen Summaries in the Minutes, inquired concerning a question raised by Commissioner Bautista regarding the accounting of the Fuhrman Fund, and described Mr. Fuhrman's background. Mr. Peter Warfield suggested that the proposed budget included no increase for books and requested clarification of any increase in costs of copying. Mr. Warfield suggested that all collections of library materials not yet cataloged be cataloged and made available.

Vice President Steiman left the meeting at 6:14PM

The meeting ended at 6:14PM as a result of the loss of the quorum.

Michael Housh, Commission Secretary 10/10/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of October 1, 2002

Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 1, 2002

Item 1:
Approval of the Minutes: September 3, 2002

"The items in the minutes are numbered sequentially and there is an announcement that they are out of order.

The anonymous citizen did prepare summaries and by necessity had to use the item numbers from the original agenda. This makes it impossible to follow the citizen summaries. What the anonymous citizen said about item one is an entirely different item.

I did deliver citizen summaries to the secretary by hand last Thursday. Despite that fact, they are not available in the copies mailed, not available here at the back of the room, not available on the web site, and not available to you.

Making gibberish out of what the anonymous citizen says is like shooting fish in a barrel.

Similarly the comments about the representations of the city attorney neglects the fact that a transcript was distributed and the same refusal to understand is repeated."

Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 1, 2002

Item 2:
City Librarian's Report

"Imagine living in a book. That gives us serious pause. The reason that statement has the power it has. We don't see it as a redundant statement because a book is dirt, concrete, microwaves or computer chips. Books are powerful totems of our literate heritage. The idea of living in one gives our fantasy lives a bit of a nudge. I don't think we want that imaginative power of the book to be dissipated.

We are told that the Xerox program is a success but we are not told what that means. We would have preferred to hear some details.

Similarly, the time out software coupled with the computer reservation software may create barriers to the usage of our computer system.

Under the agenda item of over due notice information we are told that the second notice has been discontinued. Again no details about what justifies this decision."

Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 1, 2002

Item 4:
Main Library Signage

"Over the years that I have been coming one of the things that remains constant is the impetus to fix the signs. I can tell you from that experience there are some verities that continually crop up.

The presenter addressed one of them, although she did not address her solution, and that is the ability to update the signs.

Invariably the first week after they are put in, some staff member makes a sign with a crayon and a cardboard from the laundry. A primary criterion for a project like this should be the ability of the day-to-day staff to implement signs on an as-needed basis.

There is always a trade-off between the visibility of the sign and other functions of the library. I may want a prominent sign for the paging desk, but not want a sign in the stacks directing me to the next special interest center."

Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 1, 2002

Item 8:
Public Comment

"There is a perennial problem that I learned about in second grade called the wandering definition.

What the law says about the citizen summaries is that they be 'included.' You have taken the term include to mean 'append' and then you have taken append to mean 'who cares.' The term in the law is 'include' and I suggest that there may come a time when you may want the English language to mean something.

Ms. Bautista and her fellow commissioners are trustees of the Fuhrman Fund. Mr. Fuhrman was involved in the union movement and was passionate defender of the working man.

He never married and in retirement took an ocean cruise with a man who had shared his life and was described as his chauffeur. The history of his position as an outsider informs the entire impetus of his desire to provide education to the citizens."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

September 20, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian
Paul Underwood, Deputy City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET PLANNING

During your October 1st meeting we will report on the Library's budget. We will review our current budget – in particular the baseline budget, examine key revenue and expenditure trends over the last five fiscal years, and provide preliminary economic assessments for the near future that will impact our budget planning. We will also discuss budget process reforms requested by the Board of Supervisors as well as our internal plan and schedule for developing the 2003-04 budget to meet the requirements of the Board and the Mayor.

Regarding budget process reform, the Board of Supervisors is continuing efforts initiated last year to be more involved in the policy formulation of the budget. Legislation has been introduced that would among other things, require the Mayor to submit a preliminary budget to the Board by March 1st and a final consolidated budget by May 1st. If enacted, this will required City departments to submit their proposed budgets to the Controller and the Mayor by January 21st – a month earlier than required under existing law. Consequently, the Commission would have to act on the Library's proposed budget during its January meeting – a short three months from now.

The presentation in October signals the beginning of our planning for the 2003-04 budget. The Mayor's Office anticipates that updated revenue projections and budget instructions will be issued by the end of October. Although preliminary and anecdotal, discussions with the Mayor's Budget Staff suggest that even the modest recovery assumed in the current year budget is falling short of expectations and that deficiencies exist this year and next. A continuing decline in General Fund revenue obviously will result in a lower allocation of General Fund to the Library under Proposition E. On a positive note, it appears that property tax assessments are exceeding budgeted assumptions. An increase – both current year and budget year – in property tax dollars allocable to the Library under Proposition E could mitigate the loss of General Fund and obviate the need to reduce Library spending this year and next.

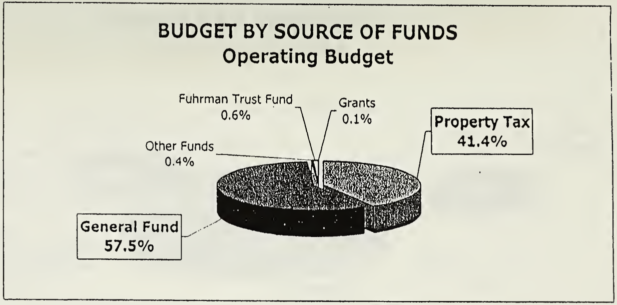
As the Library's budget is mainly dependent on revenue allocable to it under Proposition E, planning will be speculative until the Controller closes-out the prior fiscal year and updates its revenue projections for the current year and next year. Due to the Library's unique funding under Proposition E, we are at this time guardedly optimistic that impacts resulting from a slower rate of recovery then previously assumed will not materially affect services and programs currently offered to the public.

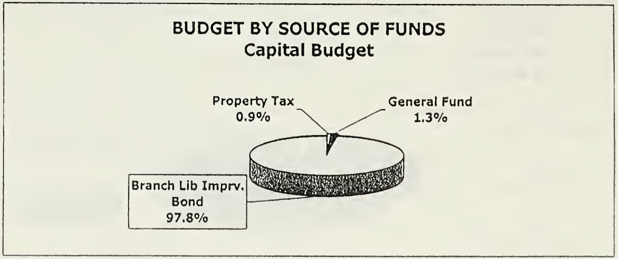
To help you prepare for this presentation, attached are several charts describing the Library's current year budget. Please call me at (415) 557-4248 if you have questions prior to the meeting.

SAN FRANCIS . . UBLIC LIBRARY
FY -03 AAO

USES	MAIN	BRANCH	TECHN SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	CHILDREN'S BASELINE	NON-PROGRAM	Total
Salaries	$ 9,904,270	$ 9,413,656	$ 2,760,873	$ 593,830	$ 714,215	$ 851,385	$ 3,609,250	$ 1,519,355	$ 4,333,093	$ -	$ 33,699,927
Fringe Benefits	$ 2,324,064	$ 2,558,765	$ 743,653	$ 151,873	$ 183,512	$ 195,402	$ 1,005,380	$ 327,115	$ 1,139,650	$ -	$ 8,629,414
Non-Personal Services	$ 453,300	$ 268,852	$ 266,625	$ 640	$ 60,000	$ 415,348	$ 463,111	$ 245,473	$ 61,544	$ -	$ 2,234,893
City Grant Programs	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
Materials & Supplies	$ 86,211	$ 147,996	$ 79,510	$ 6,500	$ 26,700	$ 202,526	$ 449,128	$ 17,500	$ 20,736	$ -	$ 1,036,807
Books & Materials	$ -	$ -	$ -	$ 4,705,149	$ -	$ -	$ -	$ -	$ 800,563	$ -	$ 5,505,712
Equipment	$ 59,003	$ 44,000	$ -	$ -	$ -	$ 1,126,000	$ 35,757	$ -	$ -	$ -	$ 1,264,760
Facilities Maintanence Proj.											$ -
Services Other Departments	$ -	$ -	$ -	$ -	$ 77,360	$ 470,488	$ 1,036,418	$ 723,579	$ 13,510	$ -	$ 2,321,355
Uappropriated Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,240	$ 4,240
TOTAL, OPERATIONS	**$ 12,826,848**	**$ 12,608,269**	**$ 3,850,661**	**$ 5,457,992**	**$ 1,061,787**	**$ 3,261,149**	**$ 6,599,044**	**$ 2,833,022**	**$ 6,369,096**	**$ 4,240**	**$ 54,872,108**
Branch Bond Program		$ 23,300,000									$ 23,300,000
Branch M&R Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ 240,000	$ -	$ -		$ 240,000
Branch Telephone Project	$ -	$ 280,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 280,000
TOTAL, CAPITAL PRG	**$ -**	**$ 23,580,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 240,000**	**$ -**	**$ -**	**$ -**	**$ 23,820,000**
TOTAL, USES	**$ 12,826,848**	**$ 36,188,269**	**$ 3,850,661**	**$ 5,457,992**	**$ 1,061,787**	**$ 3,261,149**	**$ 6,839,044**	**$ 2,833,022**	**$ 6,369,096**	**$ 4,240**	**$ 78,692,108**

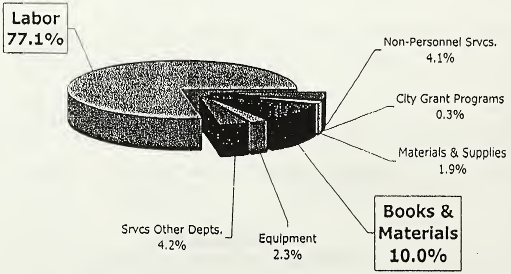
	OPERATIONS	CAPITAL	TOTAL
Property Tax	$ 22,169,000	$ 221,000	$ 22,390,000
General Fund	$ 30,835,097	$ 299,000	$ 31,134,097
Other Funds	$ 189,000	$ -	$ 189,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants	$ 57,118	$ -	$ 57,118
Branch Lib Imprv. Bond	$ -	$ 23,300,000	$ 23,300,000
Total	$ 53,580,215	$ 23,820,000	$ 77,400,215
LPF Fund Balance	$ 1,291,893	$ -	$ 1,291,893
Net Total Revenue	$ 54,872,108	$ 23,820,000	$ 78,692,108
General Fund			
GF Transfer	$ 22,912,514	$ 275,760	$ 23,188,274
Children's Baseline	$ 5,912,726	$ -	$ 5,912,726
Total General Fund Transfer	$28,825,240	$275,760	$29,101,000
Misc. Revenue	$ 746,044	$ 8,938	$ 754,982
State Reimbursements	$ 1,263,813	$ 14,302	$ 1,278,115
Total General Fund	$30,835,097	$299,000	$31,134,097
Library Preservation Fund			
Estimated Revenue	$ 22,169,000	$ 221,000	$ 22,390,000
Fund Balance	$ 1,291,893	$ -	$ 1,291,893
	$ 23,460,893	$ 221,000	$ 23,681,893
Other Funds			
AB 1290 Passthrough	$ 24,000	$ -	$ 24,000
Homeowners Prop Tax Relief	$ 165,000	$ -	$ 165,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants	$ 57,118	$ -	$ 57,118
	$ 576,118	$ -	$ 576,118
GF Required per Prop E	$ 31,134,097		
GF Appropriated	$ 31,134,097		
Variance	$ -		


BUDGET BY SOURCE OF FUNDS
Operating Budget

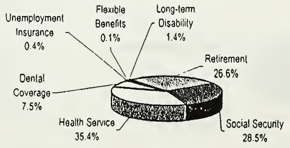

BUDGET BY SOURCE OF FUNDS
Capital Budget

Salaries	$ 33,699,927	
Fringe Benefits	$ 8,629,414	
	$ 42,329,341	
Labor	$ 42,329,341	77.14%
Non-Personnel Srvcs.	$ 2,234,893	4.07%
City Grant Programs	$ 175,000	0.32%
Materials & Supplies	$ 1,036,807	1.89%
Books & Materials	$ 5,505,712	10.03%
Equipment	$ 1,264,760	2.30%
Srvcs Other Depts.	$ 2,321,355	4.23%
Unallocated	$ 4,240	0.01%
Total	**$ 54,872,108**	100.00%
Salaries		
Regular/Premium/Holiday	$ 33,311,618	98.85%
Temporary Help	$ 341,040	1.01%
Overtime	$ 47,269	0.14%
Total	$ 33,699,927	100.00%
Retirement	$ 2,298,213	26.63%
Social Security	$ 2,463,433	28.55%
Health Service	$ 3,058,652	35.44%
Dental Coverage	$ 648,712	7.52%
Unemployment Insurance	$ 32,429	0.38%
Flexible Benefits	$ 7,337	0.09%
Long-term Disability	$ 120,638	1.40%
Total	$ 8,629,414	100.00%

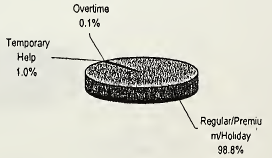
CATEGORIES OF EXPENSE
Operating Budget



FRINGE BENEFITS



SALARIES



Filename: 2002-03 Budget Charts
Last Revised: 7/15/02

Main Library	$	12,826,848
Branch Libraries	$	12,608,269
Techn Srvcs	$	3,850,661
Information Rsrc Mgt.	$	5,457,992
Public Affairs	$	1,061,787
Automation Srvcs	$	3,261,149
Operations	$	6,599,044
Administration	$	2,833,022
Childrens Programs	$	6,369,096
Unallocated	$	4,240
TOTAL	**$**	**54,872,108**
Less Interdept'l Recovery	$	-
NET TOTAL	**$**	**54,872,108**

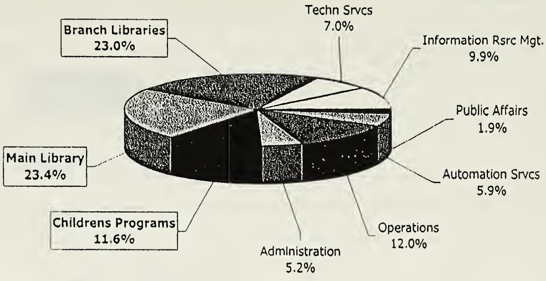
Public Services	$	37,575,389
Public Service Support	$	14,463,697
Administration	$	2,833,022
Total	$	54,872,108

Public Services
- Main
- Branch
- Children's Baseline
- DCYF
- Public Affairs
- Book Budget

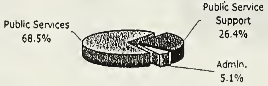
Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Resrce Mgt.

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM
Operating Budget



PERCENT OF BUDGET



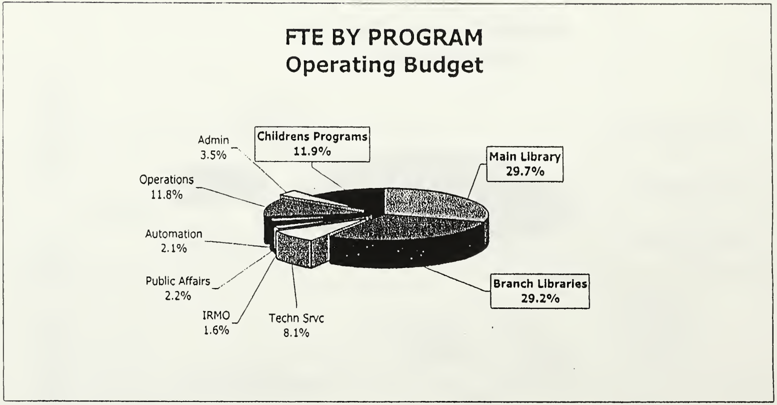
Main Library	181.92
Branch Libraries	178.75
Techn Srvc	49.78
IRMO	9.69
Public Affairs	13.22
Automation	12.97
Operations	72.08
Admin	21.25
Childrens Programs	73.20
Total	612.86

Public Service	447.09
Public Service Support	144.52
Administration	21.25
Total	612.86

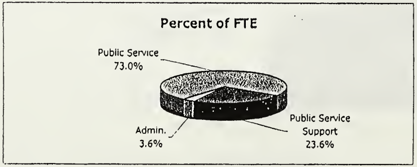
Public Services
- Main
- Branch
- Proposition J
- DCYF
- Public Affairs

Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Resrce Mgt.

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

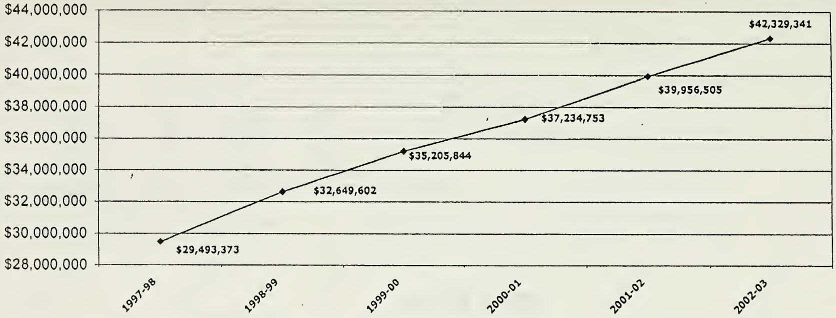


FTE BY PROGRAM
Operating Budget

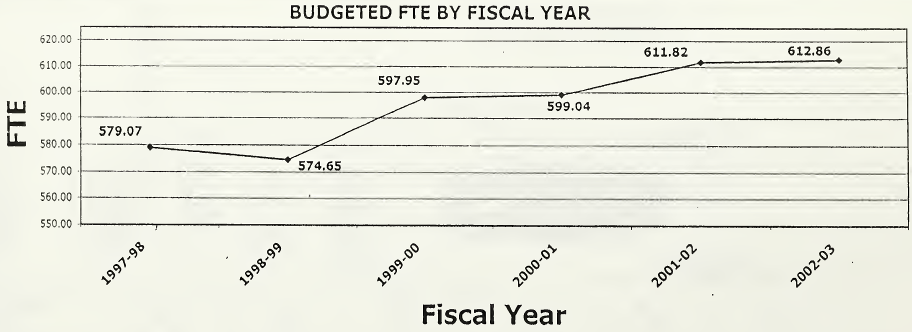


Percent of FTE

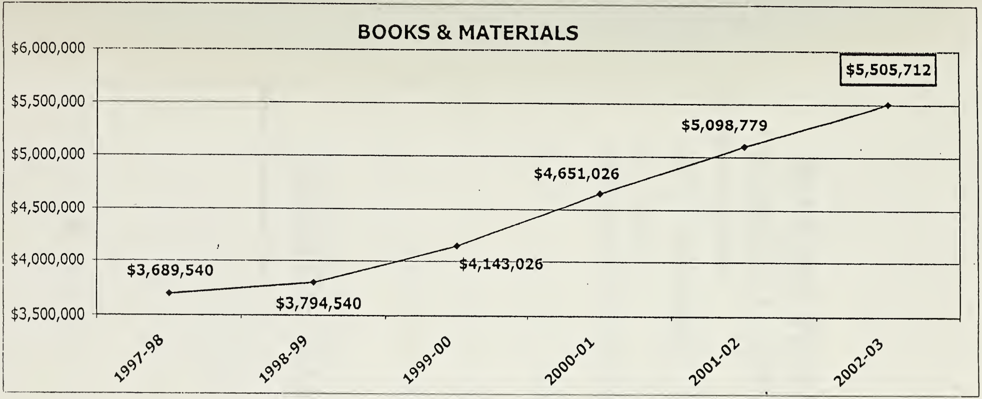
LABOR COSTS
(Salaries & Fringe Benefits)

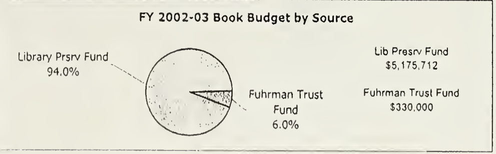


Fiscal Year	Amount	Change	Annual %	Total %
1997-98	$ 29,493,373	$ -	0.00%	0.00%
1998-99	$ 32,649,602	$ 3,156,229	10.70%	10.70%
1999-00	$ 35,205,844	$ 2,556,242	7.83%	19.37%
2000-01	$ 37,234,753	$ 2,028,909	5.76%	26.25%
2001-02	$ 39,956,505	$ 2,721,752	7.31%	35.48%
2002-03	$ 42,329,341	$ 2,372,836	5.94%	43.52%
		$ 12,835,968		
Average		$ 2,567,194	7.51%	



Fiscal Year	Total FTE	Change	Annual %	Total %
1997-98	579.07	0.00	0.00%	
1998-99	574.65	-4.42	-0.76%	-0.76%
1999-00	597.95	23.30	4.05%	3.26%
2000-01	599.04	1.09	0.18%	3.45%
2001-02	611.82	12.78	2.13%	5.66%
2002-03	612.86	1.04	0.17%	5.84%
		33.79		
Average		6.758	1.16%	


BOOKS & MATERIALS


FY 2002-03 Book Budget by Source

Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total % Change
1997-98	$3,689,540			
1998-99	$3,794,540	$ 105,000	2.8%	2.8%
1999-00	$4,143,026	$ 348,486	9.2%	12.3%
2000-01	$4,651,026	$ 508,000	12.3%	26.1%
2001-02	$5,098,779	$ 447,753	9.6%	38.2%
2002-03	$5,505,712	$ 406,933	8.0%	49.2%

NOTE: Reflects amounts originally appropriated in each fiscal year.

Budget Workshop

October 1, 2002

- Current Budget
- Trends
- Planning Process and Timelines

Baseline Budget

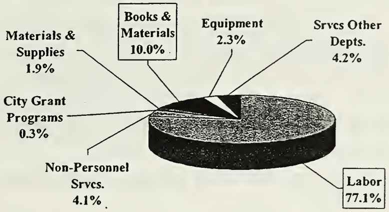
FY 2002-03 Operations Budget
All Sources

- $54.872 million - 5.8% increase
- 612.85 FTE
- Supports
  - Baseline programs and services
  - New funding initiatives
    - Permanent/ongoing
    - One-time expenditures

FY 2002-03 Capital Budget

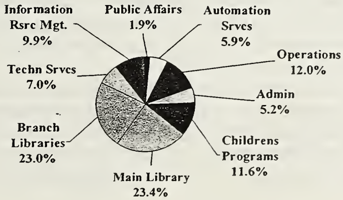
- New Projects - $23.820 million
  - Branch Library Improvement Bond ($23.3 m)
  - Branch Library Maintenance & Repair ($240,000)
  - Branch Library Telephones ($280,000)
- Continuing Projects - $21.8 million
  - Branch Library Improvement Bond ($17.665 million)
  - Main Library POE Phase I ($1.3 million)
  - Main Library POE Phase II ($2.9 million)

Operating Budget by Category



Budget by Program

All sources



What is:

- Labor = The Salary and Fringe cost of 612.85 FTE throughout the Library system
- Non-Personnel Services = Travel, Training, Membership Fees, Professional Services, Maint. Service Contracts for all Building and Equipment, Catalog and Referencing Services, Postage and Rent at 4 branches.
- City Grants =The Tool Lending Center Grant to SLUG

.... What is:

- Materials & Supplies = all building maintenance supplies as well as all materials and supplies used by the public and staff (all hardware supplies, building maint. supplies, office supplies, data processing supplies, minor furnishings).
- Services of Other Departments = Telephone, Light, Heat & Power, Sewer Services, Real Estate Services, Recreation & Park Services, Worker's Compensation, Fuel, Auto Maintenance, Reproduction Services etc.

…. What is:

- Books = books and other materials for the collection including, audio/visual, periodicals, and databases.
- Equipment = branch and main library equipment, ILS, technology upgrades.

The Baseline Budget

FY 02-03 Operating Budget	**$54,872,108**
FY 02-03 One-Time Items	
Branch - Check-Out Machines	$ 44,000
Main - Microform Machines	$ 59,003
Operations - Delivery Truck	$ 35,757
Automation – ILS	$ 600,000
Automation - Tech Upgrades	$ 526,000
	$1,264,760
FY 03-04 Baseline	**$53,607,348**

FY 03-04 Baseline Increases

FY 03-04 Baseline Increases	
MOU Salary Increases (3%)	$1,000,000
MOU Increase - Fringe (25%)	$ 250,000
Annualization	$ 40,000
Salary Step Increases	$ 50,000
Attrition Savings Adjustment (0.5%)	$ 180,000
Workorders (5%)	$ 116,000
Rent Increases	$ 18,000
Contracted Services (5%)	$ 60,000
Automation – ILS	$ 600,000
TOTAL	$2,314,000

...The FY 03-04 Adjusted Baseline

FY 02-03 Operating Budget	$54,872,108
Less One-Time Expenditures	- $ 1,264,760
Plus Baseline Increases	+ $ 2,314,000
Adjusted Baseline	$55,921,348
Net increase	$1,049,240

TRENDS

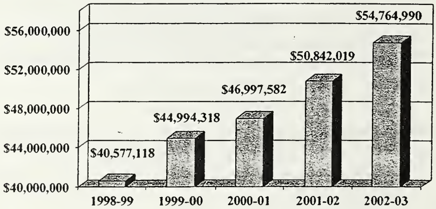
General Economic Trends

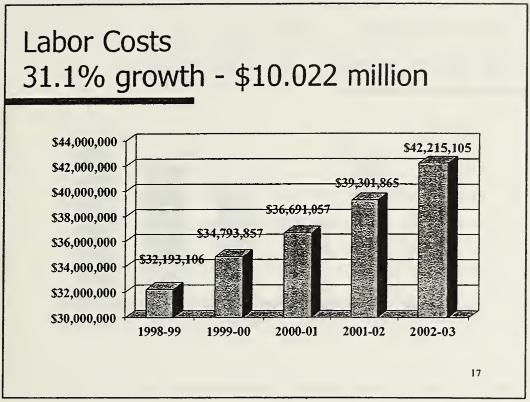
- Decline in key industries and continuing job loss.
  - Manufacturing, high tech, communications, trucking, warehousing, construction.
- Decline in non-residential construction.
  - Increase in commercial vacancy rates.
- Declining markets.
- State revenue collections less than forecast.
  - Income tax, sales tax, corporation tax, etc.
  - Spending reductions; local impacts.

CCSF Trends

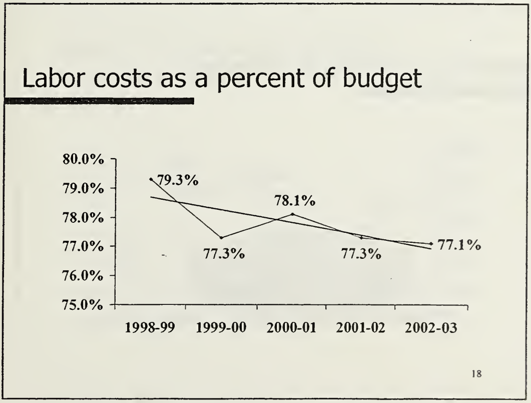
- GF shortfall anticipated this year and next.
- Shortfall could be similar to last year's.
- City may cut 3% this year; 6% next year.
  - 6% equivalent to $1.9 million.
- State cutting costs in CY;calling for 20% cuts next year. State cuts will have local impacts. Local impacts unknown.
- Property tax revenue higher than forecast.
  - May offset GF reductions.

Operating Budget - LPF
34.9% growth - $14.188 million

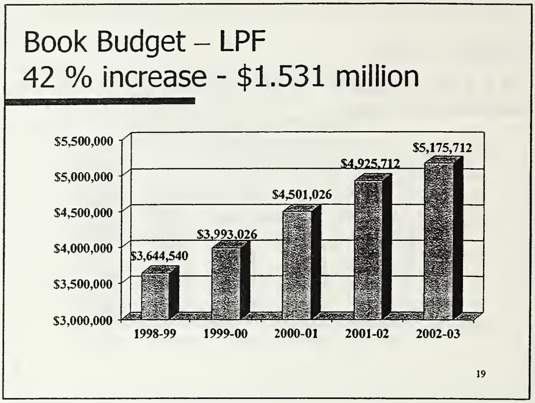




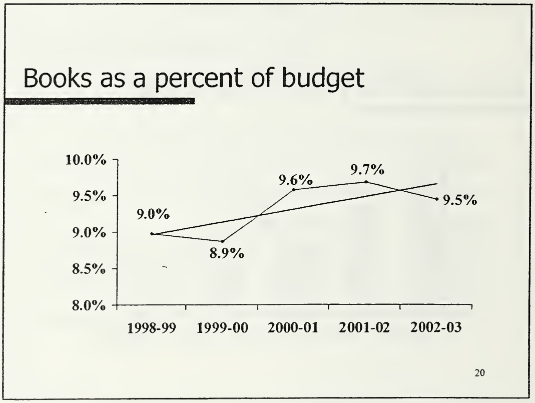
Labor Costs
31.1% growth - $10.022 million



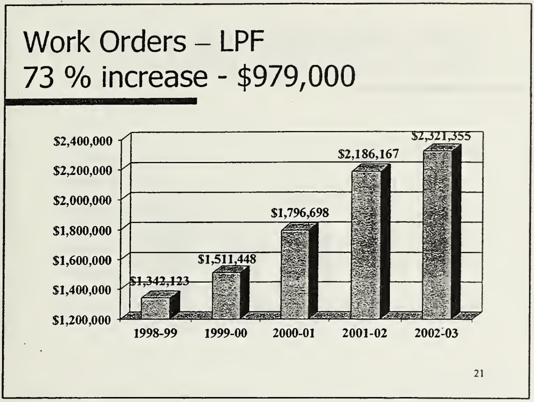
Labor costs as a percent of budget



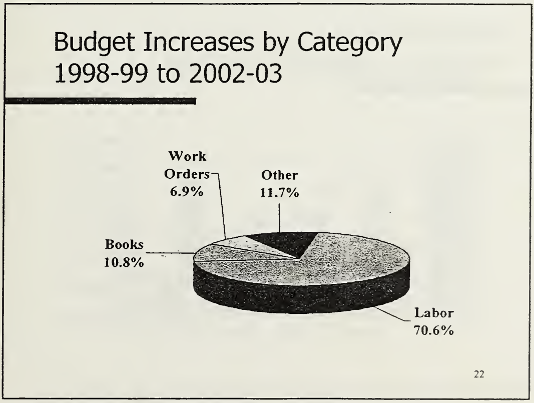
Book Budget – LPF
42 % increase - $1.531 million



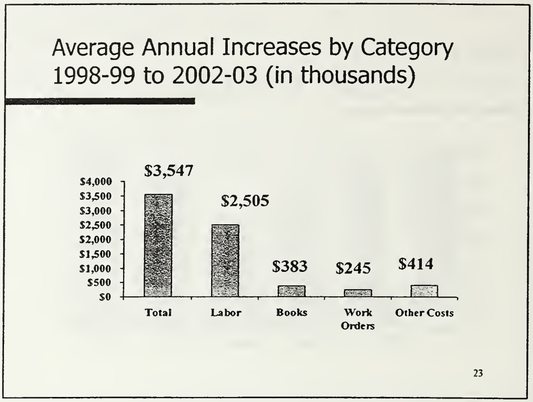
Books as a percent of budget



Work Orders – LPF
73 % increase - $979,000

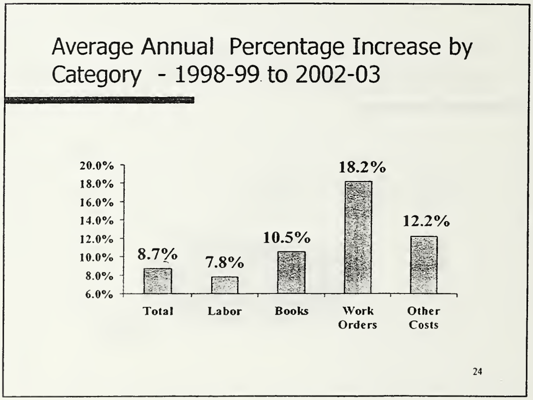


Budget Increases by Category
1998-99 to 2002-03



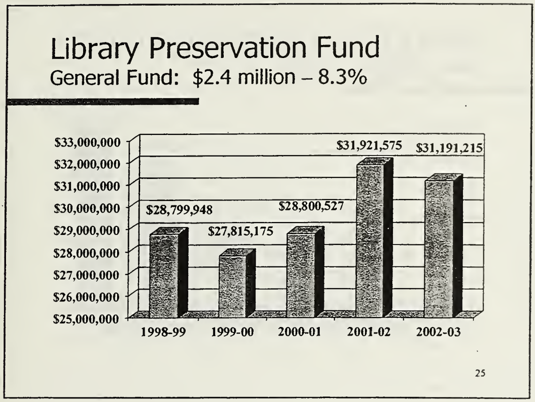
Average Annual Increases by Category 1998-99 to 2002-03 (in thousands)

23



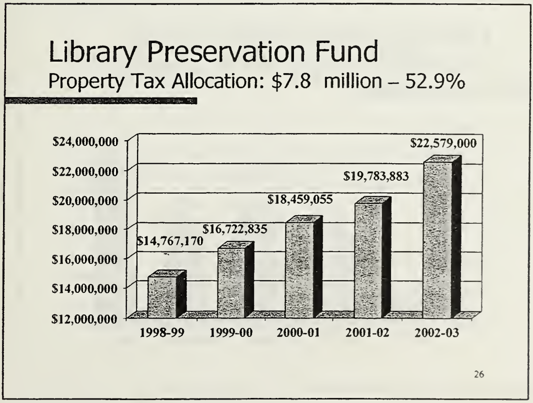
Average Annual Percentage Increase by Category - 1998-99 to 2002-03

24



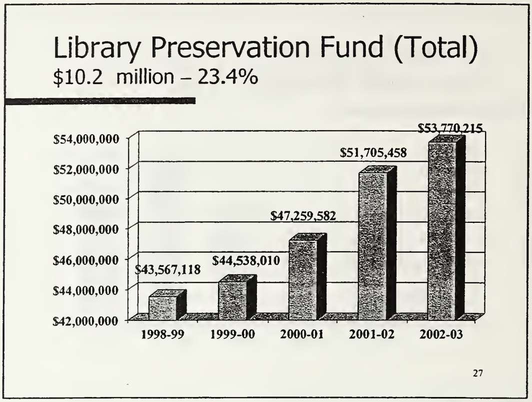
Library Preservation Fund

General Fund: $2.4 million – 8.3%



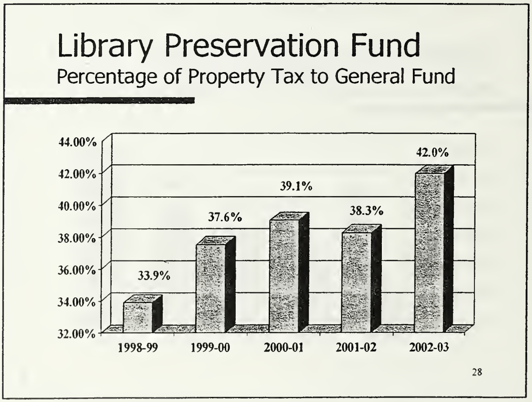
Library Preservation Fund

Property Tax Allocation: $7.8 million – 52.9%



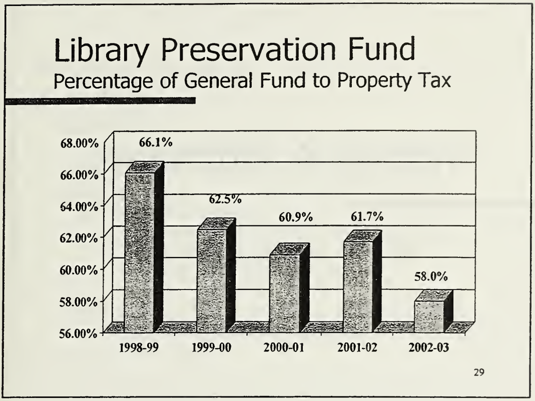
Library Preservation Fund (Total)

$10.2 million – 23.4%



Library Preservation Fund

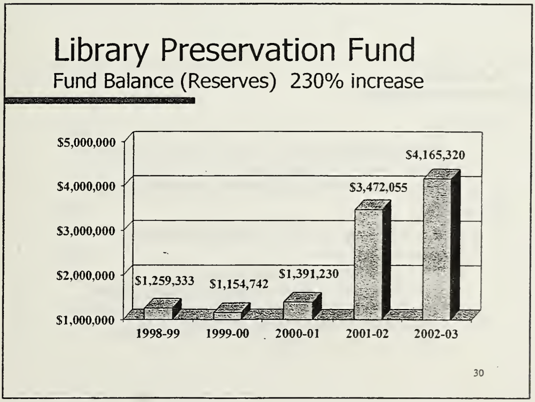
Percentage of Property Tax to General Fund



Library Preservation Fund

Percentage of General Fund to Property Tax

29



Library Preservation Fund

Fund Balance (Reserves) 230% increase

30

Process & Timelines

Process

October

- Budget Workshop
- Prepare baseline cost estimates
- Prepare and prioritize Budget Change Concepts (BCC).

November

- Receive revenue forecast and budget instructions.
- Report to Commission
  - Updated revenue forecast if available.
  - Baseline cost estimates and Budget Change Concepts.
  - Discussion/recommendations on funding priorities (BCC).
- Prepare Budget Change Proposals (BCPs) for BCCs supported by the Commission.

Process (cont.)

December

- Report to Commission
  - Updated revenue projections and cost estimates.

January

- Report to Commission
  - Updated revenue projections and cost estimates.
  - Commission final approval of proposed budget.
  - Complete posting of detail to BPREP.
  - Submit budget to Controller.

February

- Controller submits budget to the Mayor.
- Mayor's review

Process (cont.)

March

- Mayor releases preliminary budget to the Board of Supervisors.
- Board may begin departmental hearings.

April

- Board hearings continue.

May

- State completes May Revise. City Controller issues 9 month revenue report.
- Mayor releases final budget to the Board.
- Board hearings continue.

Process (cont.)

June

- Budget Committee hearings.
- Respond to Budget Analyst's report and recommendations.
- Budget Committee takes action and submits budget to full Board for consideration and action.

July

- Full Board takes up budget, takes action, and moves budget to the Mayor for approval.
- Mayor approves budget.

Questions & Discussion

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
DEC - 2 2002
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, October 1, 2002

(As approved Amended November 6, 2002)

Villie L. Brown, Jr.
layor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

elen Marte Bautista
onnie K. Chin
even A. Coulter
an A. Streets
eborah Strobin
mmissioners

san Hildreth
ty Librarian

ichael Housh
mmission Secretary

The San Francisco Public Library Commission held its regular meeting on Tuesday, October 1, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4: 07PM.

The following members were noted present: Commissioners Bautista, Coulter, President Higueras, and Vice President Steiman. Commissioners Chin, Streets, and Strobin were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE SEPTEMBER 3, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE SEPTEMBER 3, 2002 MINUTES

An anonymous member of the public noted that the reported re-ordering of the agenda items is not accurately reported and that this created confusion when trying to follow comments submitted in their public comment summary statement; and expressed disapproval that their public comment summary statements were not included in the Commission's agenda mailing. This person also noted that they had submitted a transcript of the Deputy City Attorney's remarks that differed from those reported in the Minutes that was not explained. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield commented that there were many things that occurred in the meeting not reported in the Minutes, calling particular attention to a discussion of the City Attorney's remarks regarding the ILS process, and regarding details of the discussion of the Records Retention Policy.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE SEPTEMBER 3, 2002 MINUTES

President Higueras inquired if Vice President Steiman wished changes made in her remarks in the reported minutes, inquired concerning the correct numbering of agenda items, and suggested that the Minutes be amended to reflect receipt of a copy of a transcript of the Deputy City Attorney Hiyashi's comments discussed in the Minutes.

MOTION: by Commissioner Bautista, seconded by Vice President Steiman for approval of the Minutes of September 3, 2002 as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported that John Perkins, who had been caught defacing materials relating to gay and lesbian issues, had been convicted with a hate crime enhancement and was on probation with restitution required of $9,600 to the Library. Ms. Hildreth then introduced Ms. Tonia Macneil of the Arts Commission, who presented an update on the Ocean View public art enhancements. The City Librarian then informed the Commission that she had been elected Vice President/President-Elect of the California Library Association CLA) with her Presidential term occurring in 2004. Ms. Hildreth then told the Commissioners that all facilities except for two branches were using the library on-line automated computer management software and that new copy machines and networked printers were available at the Main Library and the branch libraries. The City Librarian additionally reported that as of September 28, 2002, the 2nd overdue notice would no longer be produced or mailed as it was an expense in a tight budget year and was not producing any results. The City Librarian also highlighted the current Vietnam exhibit as well as the Mission Bay Branch public art proposals. Ms. Hildreth then reported on upcoming programs including "Grapes of Wrath" activities at several locations, the "Litquake" author celebration, and several election forums sponsored by the League of Women Voters. The City Librarian called the Commission's attention to recent security improvements at the City Librarian's Office.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public congratulated Ms. Hildreth, discussed how books are powerful totems of our literary heritage, and commented on the lack of details concerning the Xerox contract and about problems for patrons using the Time-out software. This person complained that the discontinuation of the 2nd notices was not properly noticed or fully discussed. Mr. Ed Regan congratulated Ms. Hildreth and recommended that copies be made available for 1 cent each. Mr. Peter Warfield congratulated Ms. Hildreth; asked for more details on items discussed in her report; commented on copying costs; requested statistics on recovered materials; and urged that in fairness 2nd notices be continued; and spoke about problems users experience with the Time-out software.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to a question by President Higueras, the City Librarian outlined the history of problems with the previous contracts and how this contract was negotiated. Ms. Kathy Lawhun, Chief of the Main Library explained further details of costs of copying and other aspects the Xerox Contract. Ms. Lawhun noted that costs might come down as more information on how the new system works becomes available. The Library's copying charges were reported among the lowest in the Bay Area. Responding to Commissioner Bautista's question concerning why the copier revenues were going to the City's General Fund, Ms. Hildreth explained the City policies governing such revenues. Responding to questions by President Higueras, Ms. Hildreth proposed to provide additional information

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

concerning the costs of sending out the additional overdue notices as well as discussed the very low rate of returns resulting from the additional notices. Regarding the Time-out software, Ms. Hildreth reported very few complaints had been received and as the system was just being introduced in the branches its trial period there is still underway. Commissioner Coulter noted that Ms. Hildreth's election to statewide CLA office reflected great credit on the library. In response to a comment by Commissioner Coulter calling for recognition for those staff members who went far beyond the call of duty in helping catch the book vandal, Ms. Hildreth noted that those who helped catch him would share the reward offered for the apprehension of the vandal. In response to questions by President Higueras, Art Commission staff made clear that there would be every effort made to avoid any disruption of services at the Ocean View Branch during installation of the new art. In response to a question by Commissioner Bautista, Ms. Hildreth reported increasing use of email addresses to contact library users by email.

President Higueras announced that Agenda Item #4 Main Library Signage would be taken up before Agenda Item #3 the Budget Workshop.

AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

The Chief of the Main Library Kathy Lawhun presented an overview of the process beginning with recommendations in the POE (Post Occupancy Evaluation) Report on the Main Library that led to the development of a new signage and way finding program. Ms. Lawhun then reported on the work of a staff Signage Task Force including Phil Sowers, Bureau of Architecture, Barbara McMahon, Library graphic designer, and the Chief of the Main, assisted by a large working group of Main Library staff, in developing and refining signage proposals to resolve identified problems. Ms. Lawhun reported improved overall way finding, directory kiosks, finding specific destinations, and specific design and legibility issues were identified by Main Library staff as the prime areas in need of improvement.

The Chief of the Main Library then introduced signage consultant Kate Keating, who provided a detailed presentation including slides concerning the proposed Main Library signage improvements to the Commissioners. Ms. Keating identified way finding as the critical core component of the new signage system and visually walked the Commissioners through the building showing where and how new signage and podium style signage presentations designed to be compatible in materials and designs with and complementary to the building's existing design would be placed. Ms. Keating highlighted efforts made to increase ADA (Americans with Disabilities Act) compliance and legibility as well as facilitate finding collections and more clearly identifying designated locations. Ms. Keating concluded her presentation with examples of signage prototypes.

Public comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

An anonymous member of the public expressed a preference that staff retains an ability to produce changes in the signs. This person also noted that there was frequently is a trade off between the prominence of a sign and addressing other issues in the library. Ms. Barbara Berman, Friends & Foundation expressed satisfaction with the improvements she had seen and found them a step in the right direction. Mr. Ed Regan lauded the presentation, and suggested signage directing users to the library collections be mounted on the bookshelves. Mr. Peter Warfield expressed disappointment that library users had not been included in the discussion of signage planning. Mr. Warfield also noted the importance of having signage directing users to specific destinations.

Commission comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

In response to a query by Commissioner Coulter, Ms. Lawhun confirmed the functioning of Main Library's talking signage for the blind and print disabled. Commissioner Coulter expressed approval of the proposed signage as highly complementary to the Main Library's design and inquired concerning design advice offered pro bono by SMWM (Simon Martin-Vegue, Winkelstein Moris), the Main Library's associate architect. In response to queries by President Higueras, Ms. Keating described how they had worked with a functioning system in making improvements and noted that the signage pedestals will not be specially illuminated. Ms. Lawhun described how the improved signage to specific destinations and describing specific collections and new way finding maps had been working. The Chief of the Main informed the Commissioners that the next steps in this process would be development of the designs costs and a recommendation being brought to the Commission later in the year. Vice President Steiman lauded the clarity in identifying what was on each floor on the new signage and inquired what process was planned to try out designs and make any needed modifications before going forward with the rest of the Building. Ms. Lawhun informed Commissioner Bautista that this plan addressed the signage issues raised in the Post Occupancy Evaluation Report. In response to a suggestion by Commissioner Bautista that ordinary users be invited to review the signage, the City Librarian noted that staff had thoroughly evaluated the proposed signage program and that a public presentation or a review by members of the Council for Neighborhood Libraries might be considered.

AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

(Explanatory document: FY 2003-04 Budget Planning memo & slide presentation)

Library Finance Director George Nichols presented the Commissioners with an overview of the recent history of Library budgets and revenue background and the budget related issues facing the Library in FY 2003/04. Mr. Nichols called attention to a summary of his slide presentation that had been provided to the Commissioners and was available to members of the public at the rear of the auditorium. The Library's Finance Director noted that an economic recovery had not occurred and cited figures reflecting economic problems at the federal, state, and local levels and related likely budget reductions from all levels of government. Mr. Nichols observed that this situation had serious implications for future library budgets.

Mr. Nichols next outlined the principle baseline budget issues that would have to be addressed in the next budget. The Library Finance Direction reported negotiations for new labor contracts with major employee groups citywide would take place next year with related potential budget impacts. Mr. Nichols called attention to new expenses related to operating 190-9th Street that would have to be absorbed as well. The Library Finance Director indicated that even given these circumstances he was guardedly optimistic that no program or services reductions would be needed in the next budget.

Library Budget Officer Kathleen Lucey then discussed in greater detail the baseline budget

The number of members of the public who spoke anonymously at this meeting. 1

beginning with a review of the current year's $54.872 million baseline budget paying for 612 fulltime staff and Library program operations. Ms. Lucey called attention to this year's one time budget costs, the $23.82 million capital budget, and discussed various charts in the slide presentation providing various views of how budget funds were expended. Ms. Lucey explained the expenditures by category in the FY 2001/02 Budget and called attention to likely areas where costs could be expected to increase an estimated $2.3 million over the current baseline. Ms. Lucey cited a figure of S55.96 million as the expected baseline budget for next year.

Mr. Nichols noted that, as he had just learned that the Commission was about to lose its quorum, this discussion would be continued to the November meeting and wrapped up his comments with a recommendation that Commissioners review the materials provided in the budget handout.

President Higueras reported that as the Commission was about to lose its quorum that he was continuing the Budget Workshop item and striking Agenda Item #6, Union Report, and Agenda Item #7 New Business, and moved directly to Agenda item #8 Public Comment.

AGENDA ITEM #8 PUBLIC COMMENT

Mr. Terrill Timberlake inquired concerning the status of the Library's Dorothy Starr collection of sheet music. Mr. Timberlake provided background information on how this important collection was acquired and expressed concern that there had been an 11 year wait for these materials to be made available as promised to the public. An anonymous member of the public expressed concern with terms used to describe the inclusion of citizen Summaries in the Minutes, inquired concerning a question raised by Commissioner Bautista regarding the accounting of the Fuhrman Fund, and described Mr. Fuhrman's background. Mr. Peter Warfield suggested that the proposed budget included no increase for books and requested clarification of any increase in costs of copying. Mr. Warfield suggested that all collections of library materials not yet cataloged be cataloged and made available.

Vice President Steiman left the meeting at 6:14PM

The meeting ended at 6:14PM as a result of the loss of the quorum.

Michael Housh, Commission Secretary 10/28/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of September 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of September 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 1, 2002

Item 1:
Approval of the Minutes: September 3, 2002

"The items in the minutes are numbered sequentially and there is an announcement that they are out of order.

The anonymous citizen did prepare summaries and by necessity had to use the item numbers from the original agenda. This makes it impossible to follow the citizen summaries. What the anonymous citizen said about item one is an entirely different item.

I did deliver citizen summaries to the secretary by hand last Thursday. Despite that fact, they are not available in the copies mailed, not available here at the back of the room, not available on the web site, and not available to you.

Making gibberish out of what the anonymous citizen says is like shooting fish in a barrel.

Similarly the comments about the representations of the city attorney neglects the fact that a transcript was distributed and the same refusal to understand is repeated."

Appendix A

Library Commission meeting of September 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 1, 2002

Item 2:
City Librarian's Report

"Imagine living in a book. That gives us serious pause. The reason that statement has the power it has. We don't see it as a redundant statement because a book is dirt, concrete, microwaves or computer chips. Books are powerful totems of our literate heritage. The idea of living in one gives our fantasy lives a bit of a nudge. I don't think we want that imaginative power of the book to be dissipated.

We are told that the Xerox program is a success but we are not told what that means. We would have preferred to hear some details.

Similarly, the time out software coupled with the computer reservation software may create barriers to the usage of our computer system.

Under the agenda item of over due notice information we are told that the second notice has been discontinued. Again no details about what justifies this decision."

Appendix A

Library Commission meeting of September 3, 2002

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 1, 2002

Item 4:
Main Library Signage

"Over the years that I have been coming one of the things that remains constant is the impetus to fix the signs. I can tell you from that experience there are some verities that continually crop up.

The presenter addressed one of them, although she did not address her solution, and that is the ability to update the signs.

Invariably the first week after they are put in, some staff member makes a sign with a crayon and a cardboard from the laundry. A primary criterion for a project like this should be the ability of the day-to-day staff to implement signs on an as-needed basis.

There is always a trade-off between the visibility of the sign and other functions of the library. I may want a prominent sign for the paging desk, but not want a sign in the stacks directing me to the next special interest center."

Appendix A

Library Commission meeting of September 3, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 1, 2002

Item 8:
Public Comment

"There is a perennial problem that I learned about in second grade called the wandering definition.

What the law says about the citizen summaries is that they be 'included.' You have taken the term include to mean 'append' and then you have taken append to mean 'who cares.' The term in the law is 'include' and I suggest that there may come a time when you may want the English language to mean something.

Ms. Bautista and her fellow commissioners are trustees of the Fuhrman Fund. Mr. Fuhrman was involved in the union movement and was passionate defender of the working man.

He never married and in retirement took an ocean cruise with a man who had shared his life and was described as his chauffeur. The history of his position as an outsider informs the entire impetus of his desire to provide education to the citizens."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

September 20, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian
Paul Underwood, Deputy City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET PLANNING

During your October 1st meeting we will report on the Library's budget. We will review our current budget – in particular the baseline budget, examine key revenue and expenditure trends over the last five fiscal years, and provide preliminary economic assessments for the near future that will impact our budget planning. We will also discuss budget process reforms requested by the Board of Supervisors as well as our internal plan and schedule for developing the 2003-04 budget to meet the requirements of the Board and the Mayor.

Regarding budget process reform, the Board of Supervisors is continuing efforts initiated last year to be more involved in the policy formulation of the budget. Legislation has been introduced that would among other things, require the Mayor to submit a preliminary budget to the Board by March 1st and a final consolidated budget by May 1st. If enacted, this will required City departments to submit their proposed budgets to the Controller and the Mayor by January 21st – a month earlier than required under existing law. Consequently, the Commission would have to act on the Library's proposed budget during its January meeting – a short three months from now.

The presentation in October signals the beginning of our planning for the 2003-04 budget. The Mayor's Office anticipates that updated revenue projections and budget instructions will be issued by the end of October. Although preliminary and anecdotal, discussions with the Mayor's Budget Staff suggest that even the modest recovery assumed in the current year budget is falling short of expectations and that deficiencies exist this year and next. A continuing decline in General Fund revenue obviously will result in a lower allocation of General Fund to the Library under Proposition E. On a positive note, it appears that property tax assessments are exceeding budgeted assumptions. An increase – both current year and budget year – in property tax dollars allocable to the Library under Proposition E could mitigate the loss of General Fund and obviate the need to reduce Library spending this year and next.

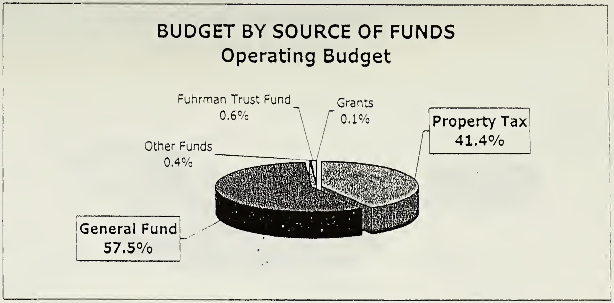
As the Library's budget is mainly dependent on revenue allocable to it under Proposition E, planning will be speculative until the Controller closes out the prior fiscal year and updates its revenue projections for the current year and next year. Due to the Library's unique funding under Proposition E, we are at this time guardedly optimistic that impacts resulting from a slower rate of recovery then previously assumed will not materially affect services and programs currently offered to the public.

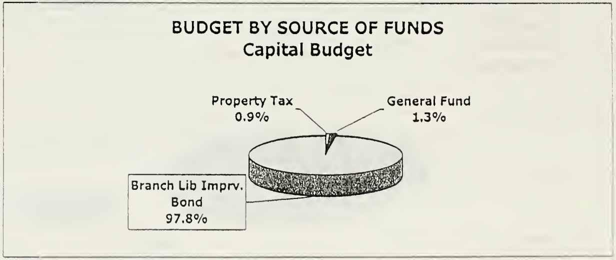
To help you prepare for this presentation, attached are several charts describing the Library's current year budget. Please call me at (415) 557-4248 if you have questions prior to the meeting.

SAN FRANCIS . . UBLIC LIBRARY
FY -03 AAO

USES	MAIN	BRANCH	TECHN SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	CHILDREN'S BASELINE	NON-PROGRAM	Total
Salaries	$ 9,904,270	$ 9,413,656	$ 2,760,873	$ 593,830	$ 714,215	$ 851,385	$ 3,609,250	$ 1,519,355	$ 4,333,093	$ -	$ 33,699,927
Fringe Benefits	$ 2,324,064	$ 2,558,765	$ 743,653	$ 151,873	$ 183,512	$ 195,402	$ 1,005,380	$ 327,115	$ 1,139,650	$ -	$ 8,629,414
Non-Personal Services	$ 453,300	$ 268,852	$ 266,625	$ 640	$ 60,000	$ 415,348	$ 463,111	$ 245,473	$ 61,544	$ -	$ 2,234,893
City Grant Programs	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
Materials & Supplies	$ 86,211	$ 147,996	$ 79,510	$ 6,500	$ 26,700	$ 202,526	$ 449,128	$ 17,500	$ 20,736	$ -	$ 1,036,807
Books & Materials	$ -	$ -	$ -	$ 4,705,149	$ -	$ -	$ -	$ -	$ 800,563	$ -	$ 5,505,712
Equipment	$ 59,003	$ 44,000	$ -	$ -	$ -	$ 1,126,000	$ 35,757	$ -	$ -	$ -	$ 1,264,760
Facilities Maintanence Proj.											$ -
Services Other Departments	$ -	$ -	$ -	$ -	$ 77,360	$ 470,488	$ 1,036,418	$ 723,579	$ 13,510	$ -	$ 2,321,355
Uappropriated Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,240	$ 4,240
TOTAL, OPERATIONS	**$ 12,826,848**	**$ 12,608,269**	**$ 3,850,661**	**$ 5,457,992**	**$ 1,061,787**	**$ 3,261,149**	**$ 6,599,044**	**$ 2,833,022**	**$ 6,369,096**	**$ 4,240**	**$ 54,872,108**
Branch Bond Program		$ 23,300,000									$ 23,300,000
Branch M&R Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ 240,000	$ -	$ -		$ 240,000
Branch Telephone Project	$ -	$ 280,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 280,000
TOTAL, CAPITAL PRG	**$ -**	**$ 23,580,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 240,000**	**$ -**	**$ -**	**$ -**	**$ 23,820,000**
TOTAL, USES	**$ 12,826,848**	**$ 36,188,269**	**$ 3,850,661**	**$ 5,457,992**	**$ 1,061,787**	**$ 3,261,149**	**$ 6,839,044**	**$ 2,833,022**	**$ 6,369,096**	**$ 4,240**	**$ 78,692,108**

	OPERATIONS	CAPITAL	TOTAL
Property Tax	$ 22,169,000	$ 221,000	$ 22,390,000
General Fund	$ 30,835,097	$ 299,000	$ 31,134,097
Other Funds	$ 189,000	$ -	$ 189,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants	$ 57,118	$ -	$ 57,118
Branch Lib Imprv. Bond	$ -	$ 23,300,000	$ 23,300,000
Total	$ 53,580,215	$ 23,820,000	$ 77,400,215
LPF Fund Balance	$ 1,291,893	$ -	$ 1,291,893
Net Total Revenue	$ 54,872,108	$ 23,820,000	$ 78,692,108
General Fund			
GF Transfer	$ 22,912,514	$ 275,760	$ 23,188,274
Children's Baseline	$ 5,912,726	$ -	$ 5,912,726
Total General Fund Transfer	$28,825,240	$275,760	$29,101,000
Misc. Revenue	$ 746,044	$ 8,938	$ 754,982
State Reimbursements	$ 1,263,813	$ 14,302	$ 1,278,115
Total General Fund	$30,835,097	$299,000	$31,134,097
Library Preservation Fund			
Estimated Revenue	$ 22,169,000	$ 221,000	$ 22,390,000
Fund Balance	$ 1,291,893	$ -	$ 1,291,893
	$ 23,460,893	$ 221,000	$ 23,681,893
Other Funds			
AB 1290 Passthrough	$ 24,000	$ -	$ 24,000
Homeowners Prop Tax Relief	$ 165,000	$ -	$ 165,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants	$ 57,118	$ -	$ 57,118
	$ 576,118	$ -	$ 576,118
GF Required per Prop E	$ 31,134,097		
GF Appropriated	$ 31,134,097		
Variance	$ -		


BUDGET BY SOURCE OF FUNDS
Operating Budget

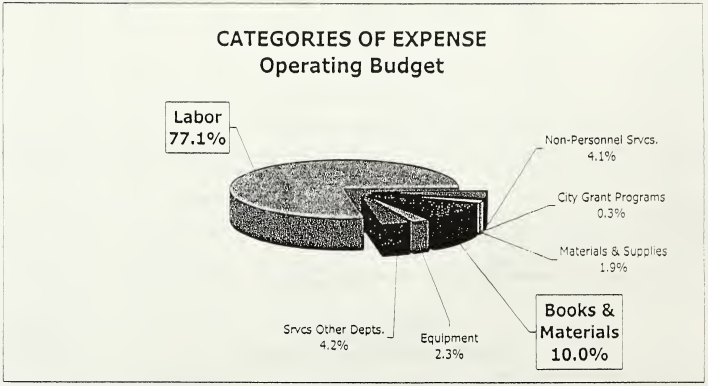

BUDGET BY SOURCE OF FUNDS
Capital Budget

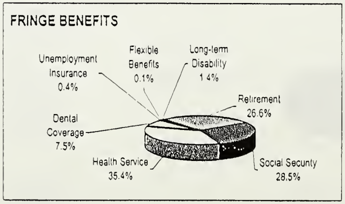
Salaries	$	33,699,927	
Fringe Benefits	$	8,629,414	
	$	42,329,341	

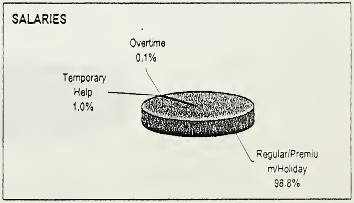
Labor	$	42,329,341	77.14%
Non-Personnel Srvcs.	$	2,234,893	4.07%
City Grant Programs	$	175,000	0.32%
Materials & Supplies	$	1,036,807	1.89%
Books & Materials	$	5,505,712	10.03%
Equipment	$	1,264,760	2.30%
Srvcs Other Depts.	$	2,321,355	4.23%
Unallocated	$	4,240	0.01%
Total	**$**	**54,872,108**	100.00%

Salaries			
Regular/Premium/Holiday	$	33,311,618	98.85%
Temporary Help	$	341,040	1.01%
Overtime	$	47,269	0.14%
Total	$	33,699,927	100.00%

Retirement	$	2,298,213	26.63%
Social Security	$	2,463,433	28.55%
Health Service	$	3,058,652	35.44%
Dental Coverage	$	648,712	7.52%
Unemployment Insurance	$	32,429	0.38%
Flexible Benefits	$	7,337	0.09%
Long-term Disability	$	120,638	1.40%
Total	$	8,629,414	100.00%







Main Library	$	12,826,848
Branch Libraries	$	12,608,269
Techn Srvcs	$	3,850,661
Information Rsrc Mgt.	$	5,457,992
Public Affairs	$	1,061,787
Automation Srvcs	$	3,261,149
Operations	$	6,599,044
Administration	$	2,833,022
Childrens Programs	$	6,369,096
Unallocated	$	4,240
TOTAL	**$**	**54,872,108**
Less Interdept'l Recovery	$	-
NET TOTAL	**$**	**54,872,108**

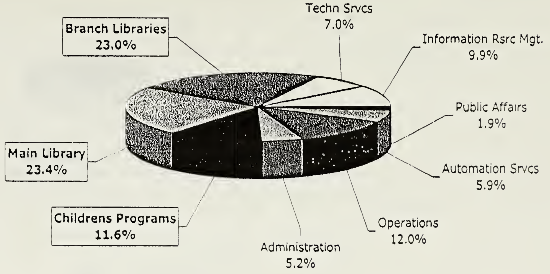
Public Services	$	37,575,389
Public Service Support	$	14,463,697
Administration	$	2,833,022
Total	$	54,872,108

Public Services
- Main
- Branch
- Children's Baseline
- DCYF
- Public Affairs
- Book Budget

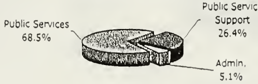
Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Resrce Mgt.

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM
Operating Budget



PERCENT OF BUDGET



Filename: 2002-03 Budget Charts
Last Revised: 7/15/02

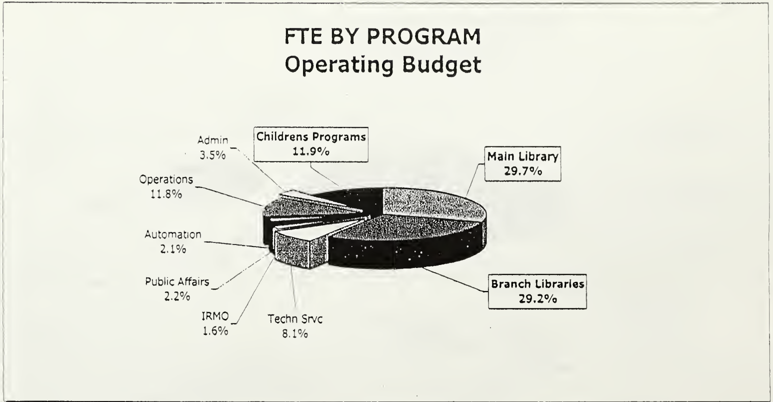
Main Library	181.92
Branch Libraries	178.75
Techn Srvc	49.78
IRMO	9.69
Public Affairs	13.22
Automation	12.97
Operations	72.08
Admin	21.25
Childrens Programs	73.20
Total	612.86

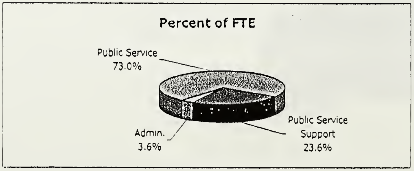
Public Service	447.09
Public Service Support	144.52
Administration	21.25
Total	612.86

Public Services
- Main
- Branch
- Proposition J
- DCYF
- Public Affairs

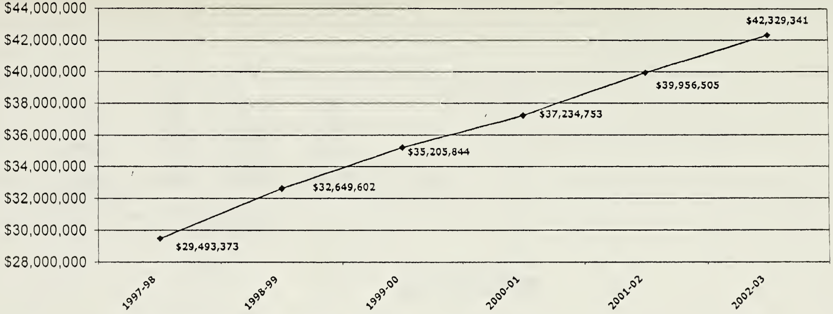
Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Resrce Mgt.

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

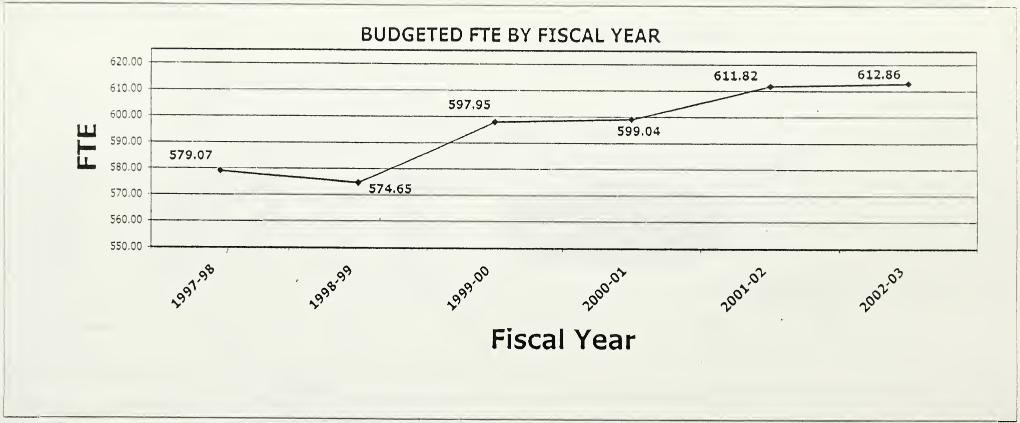

FTE BY PROGRAM
Operating Budget


Percent of FTE

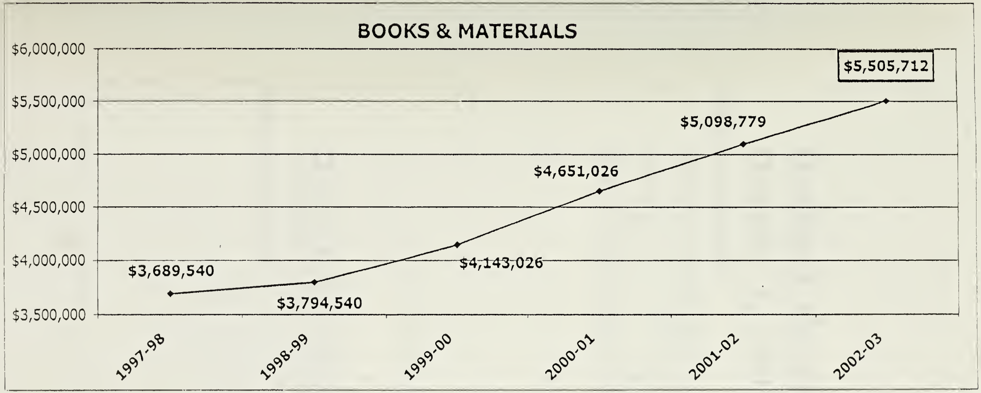
LABOR COSTS
(Salaries & Fringe Benefits)

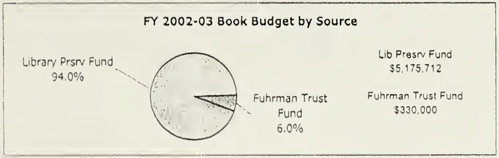


Fiscal Year	Amount	Change	Annual %	Total %
1997-98	$ 29,493,373	$ -	0.00%	0.00%
1998-99	$ 32,649,602	$ 3,156,229	10.70%	10.70%
1999-00	$ 35,205,844	$ 2,556,242	7.83%	19.37%
2000-01	$ 37,234,753	$ 2,028,909	5.76%	26.25%
2001-02	$ 39,956,505	$ 2,721,752	7.31%	35.48%
2002-03	$ 42,329,341	$ 2,372,836	5.94%	43.52%
		$ 12,835,968		
Average		$ 2,567,194	7.51%	



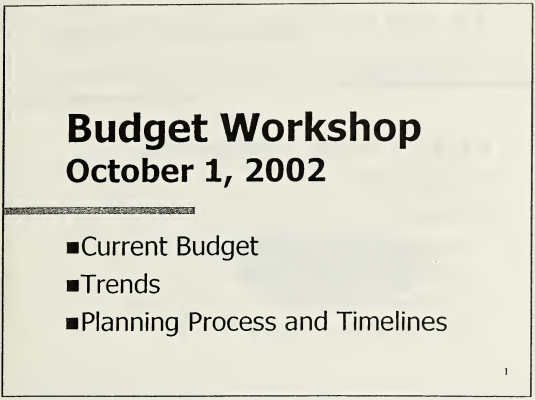
Fiscal Year	Total FTE	Change	Annual %	Total %
1997-98	579.07	0.00	0.00%	
1998-99	574.65	-4.42	-0.76%	-0.76%
1999-00	597.95	23.30	4.05%	3.26%
2000-01	599.04	1.09	0.18%	3.45%
2001-02	611.82	12.78	2.13%	5.66%
2002-03	612.86	1.04	0.17%	5.84%
		33.79		
Average		6.758	1.16%	





Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total % Change
1997-98	$3,689,540			
1998-99	$3,794,540	$ 105,000	2.8%	2.8%
1999-00	$4,143,026	$ 348,486	9.2%	12.3%
2000-01	$4,651,026	$ 508,000	12.3%	26.1%
2001-02	$5,098,779	$ 447,753	9.6%	38.2%
2002-03	$5,505,712	$ 406,933	8.0%	49.2%

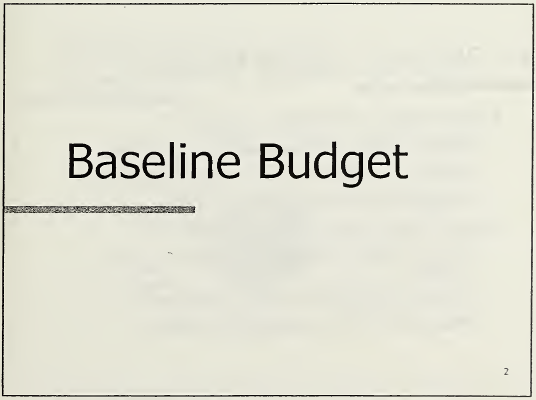
NOTE: Reflects amounts originally appropriated in each fiscal year.



Budget Workshop

October 1, 2002

- Current Budget
- Trends
- Planning Process and Timelines



Baseline Budget

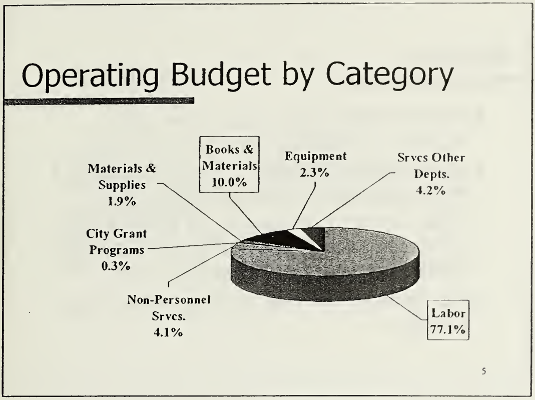
FY 2002-03 Operations Budget

All Sources

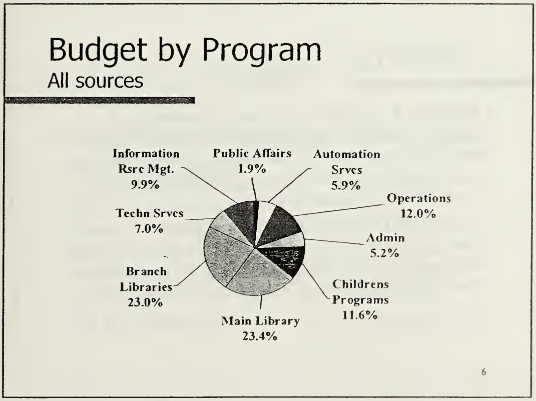
- $54.872 million - 5.8% increase
- 612.85 FTE
- Supports
  - Baseline programs and services
  - New funding initiatives
    - Permanent/ongoing
    - One-time expenditures

FY 2002-03 Capital Budget

- New Projects - $23.820 million
  - Branch Library Improvement Bond ($23.3 m)
  - Branch Library Maintenance & Repair ($240,000)
  - Branch Library Telephones ($280,000)
- Continuing Projects - $21.8 million
  - Branch Library Improvement Bond ($17.665 million)
  - Main Library POE Phase I ($1.3 million)
  - Main Library POE Phase II ($2.9 million)



Operating Budget by Category



Budget by Program

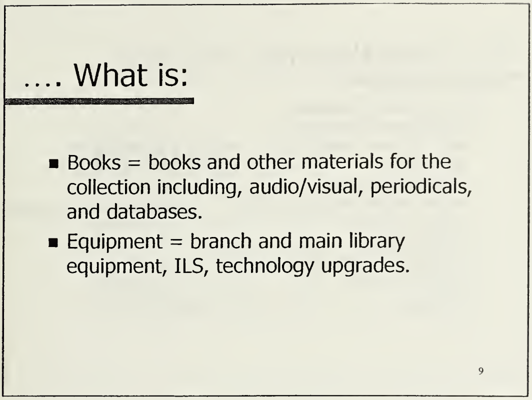
All sources

What is:

- Labor = The Salary and Fringe cost of 612.85 FTE throughout the Library system
- Non-Personnel Services = Travel, Training, Membership Fees, Professional Services, Maint. Service Contracts for all Building and Equipment, Catalog and Referencing Services, Postage and Rent at 4 branches.
- City Grants =The Tool Lending Center Grant to SLUG

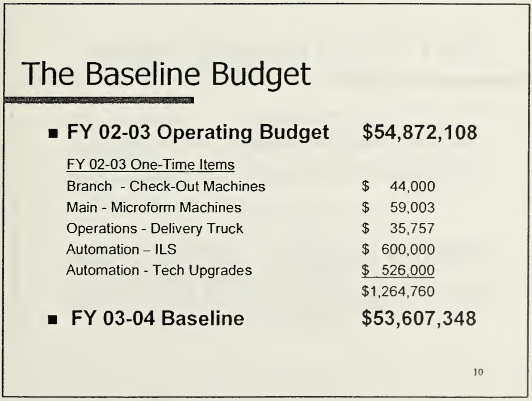
.... What is:

- Materials & Supplies = all building maintenance supplies as well as all materials and supplies used by the public and staff (all hardware supplies, building maint. supplies, office supplies, data processing supplies, minor furnishings).
- Services of Other Departments = Telephone, Light, Heat & Power, Sewer Services, Real Estate Services, Recreation & Park Services, Worker's Compensation, Fuel, Auto Maintenance, Reproduction Services etc.



…. What is:

- Books = books and other materials for the collection including, audio/visual, periodicals, and databases.
- Equipment = branch and main library equipment, ILS, technology upgrades.



The Baseline Budget

- **FY 02-03 Operating Budget** **$54,872,108**

FY 02-03 One-Time Items	
Branch - Check-Out Machines	$ 44,000
Main - Microform Machines	$ 59,003
Operations - Delivery Truck	$ 35,757
Automation – ILS	$ 600,000
Automation - Tech Upgrades	$ 526,000
	$1,264,760

- **FY 03-04 Baseline** **$53,607,348**

FY 03-04 Baseline Increases

FY 03-04 Baseline Increases	
MOU Salary Increases (3%)	$1,000,000
MOU Increase - Fringe (25%)	$ 250,000
Annualization	$ 40,000
Salary Step Increases	$ 50,000
Attrition Savings Adjustment (0.5%)	$ 180,000
Workorders (5%)	$ 116,000
Rent Increases	$ 18,000
Contracted Services (5%)	$ 60,000
Automation – ILS	$ 600,000
TOTAL	$2,314,000

...The FY 03-04 Adjusted Baseline

FY 02-03 Operating Budget	$54,872,108
Less One-Time Expenditures	- $ 1,264,760
Plus Baseline Increases	+ $ 2,314,000

Adjusted Baseline	$55,921,348
Net increase	$1,049,240

TRENDS

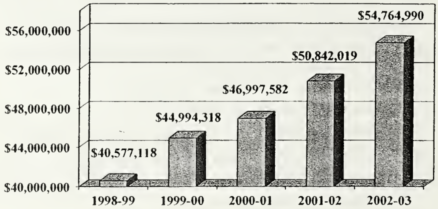
General Economic Trends

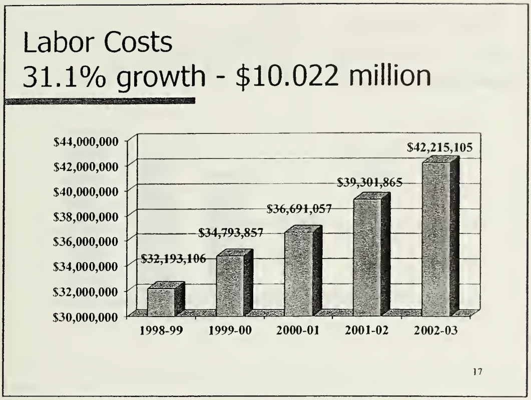
- Decline in key industries and continuing job loss.
  - Manufacturing, high tech, communications, trucking, warehousing, construction.
- Decline in non-residential construction.
  - Increase in commercial vacancy rates.
- Declining markets.
- State revenue collections less than forecast.
  - Income tax, sales tax, corporation tax, etc.
  - Spending reductions; local impacts.

CCSF Trends

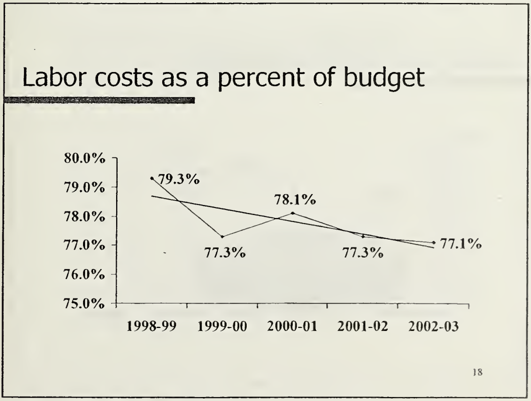
- GF shortfall anticipated this year and next.
- Shortfall could be similar to last year's.
- City may cut 3% this year; 6% next year.
    - 6% equivalent to $1.9 million.
- State cutting costs in CY;calling for 20% cuts next year. State cuts will have local impacts. Local impacts unknown.
- Property tax revenue higher than forecast.
    - May offset GF reductions.

Operating Budget - LPF
34.9% growth - $14.188 million



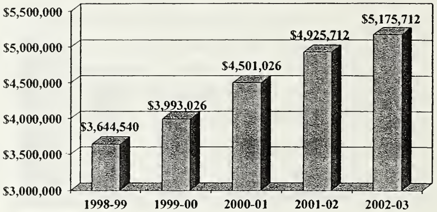


Labor Costs
31.1% growth - $10.022 million

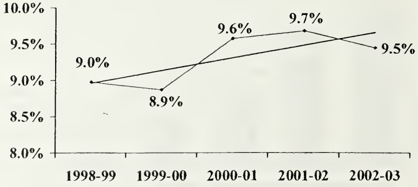


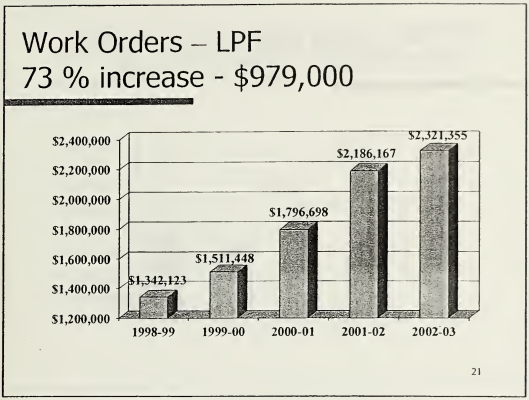
Labor costs as a percent of budget

Book Budget – LPF
42 % increase - $1.531 million

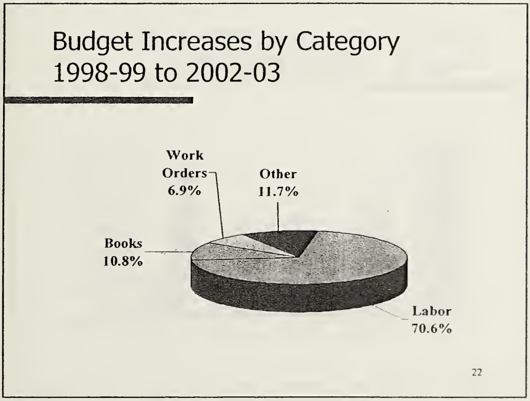


Books as a percent of budget



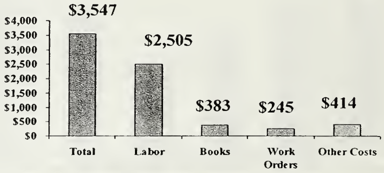


Work Orders – LPF
73 % increase - $979,000

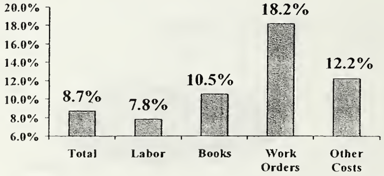


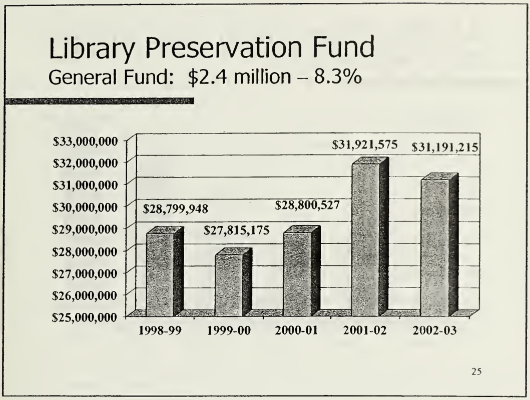
Budget Increases by Category
1998-99 to 2002-03

Average Annual Increases by Category 1998-99 to 2002-03 (in thousands)



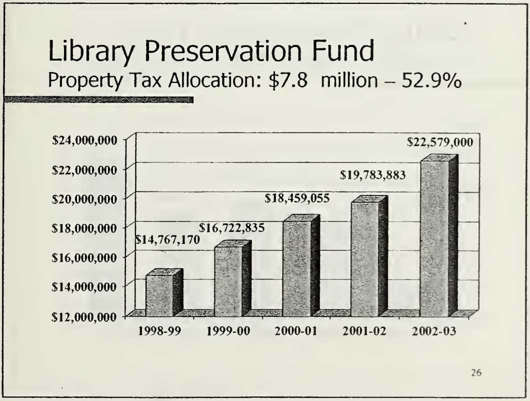
Average Annual Percentage Increase by Category - 1998-99 to 2002-03





Library Preservation Fund

General Fund: $2.4 million – 8.3%

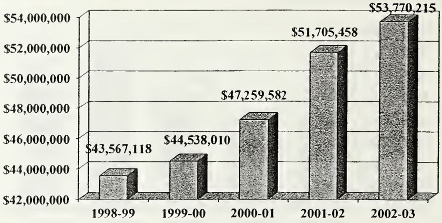


Library Preservation Fund

Property Tax Allocation: $7.8 million – 52.9%

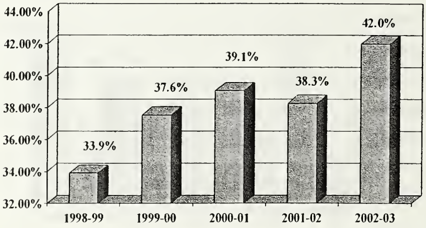
Library Preservation Fund (Total)

$10.2 million – 23.4%



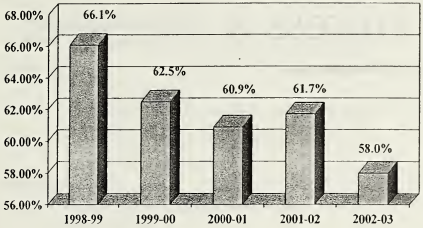
Library Preservation Fund

Percentage of Property Tax to General Fund



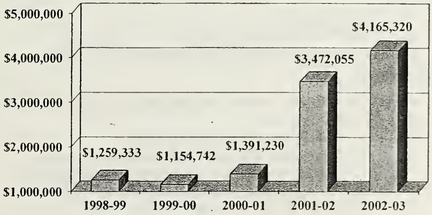
Library Preservation Fund

Percentage of General Fund to Property Tax



Library Preservation Fund

Fund Balance (Reserves) 230% increase



Process & Timelines

Process

October

- Budget Workshop
- Prepare baseline cost estimates
- Prepare and prioritize Budget Change Concepts (BCC).

November

- Receive revenue forecast and budget instructions.
- Report to Commission
  - Updated revenue forecast if available.
  - Baseline cost estimates and Budget Change Concepts.
  - Discussion/recommendations on funding priorities (BCC).
- Prepare Budget Change Proposals (BCPs) for BCCs supported by the Commission.

Process (cont.)

December

- Report to Commission
  - Updated revenue projections and cost estimates.

January

- Report to Commission
  - Updated revenue projections and cost estimates.
  - Commission final approval of proposed budget.
  - Complete posting of detail to BPREP.
  - Submit budget to Controller.

February

- Controller submits budget to the Mayor.
- Mayor's review

Process (cont.)

March

- Mayor releases preliminary budget to the Board of Supervisors.
- Board may begin departmental hearings.

April

- Board hearings continue.

May

- State completes May Revise. City Controller issues 9 month revenue report.
- Mayor releases final budget to the Board.
- Board hearings continue.

Process (cont.)

June

- Budget Committee hearings.
- Respond to Budget Analyst's report and recommendations.
- Budget Committee takes action and submits budget to full Board for consideration and action.

July

- Full Board takes up budget, takes action, and moves budget to the Mayor for approval.
- Mayor approves budget.

Questions & Discussion

DOCUMENTS DEPT.
OCT 10 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

7/02

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, October 17, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 19, 2002.
Explanatory document: draft Minutes

2. BRANCH LIBRARY SERVICES STRATEGY — DISCUSSION
Presentation of and discussion of proposed options to provide Library services during construction phases of the Branch Library Bond Program.

3. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation:* Managing Change Orders, Joe Cheung, Bureau of Construction Management; *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: Managing Budget Revisions
Explanatory documents: current Bond Program Budget and detailed schedules,

4. BLIP ADVISORY COMMITTEE REPORT — DISCUSSION
(This item is to allow the Branch Library Improvement Bond Program Advisory Committee to inform the Commission of their current and proposed activities.)

5. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) — ACTION

10/10/02 - M.Housh, Commission Secretary

lie L. Brown, Jr.
or

rles A. Higueras, A.I.A.
ident

l Steiman
President

n Marte Bautista
ie K. Chin
en A. Coulter
A. Streets
orah Strobin
issioners

n Hildreth
Librarian

ael Housh
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

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SAN FRANCISCO
PUBLIC LIBRARY

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, October 17, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, October 17, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:02PM by President Higueras.

The following members were noted present: Commissioners Chin, Coulter, Higueras, and Strobin. Commissioner Bautista joined the meeting at 4:10PM. Commissioners Steiman and Streets were reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2002COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2002 COMMISSION MEETING

An anonymous member of the public noted that their public comment summary statements had not been posted on the library's website and that the minutes were not being widely distributed as they had been and should be. This person also cited insufficient reporting of discussions citing as example the report on the Mission Bay design item. Mr. Ed Regan found that his remarks had been accurately reported. Mr. Peter Warfield commented that there was an apparently new policy not to distribute copies of the minutes with the mailed agendas and inquired as to why this change had been made. Mr. Warfield noted that the minutes as well as copies of explanatory documents were useful to members of the public interested in library issues. Ms. Sue Cauthen remarked that she understood that mailing of Minutes and supportive documents would be resumed, urged that it be done, noting they were very useful to members of the public interested in library issues.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2002 COMMISSION MEETING

Commissioner Coulter requested the correction of a page 4 mention of a Ted Stuart to Ted Lobman of the Stuart Foundation.

MOTION: Commissioner Chin, seconded by Commissioner Coulter that the Minutes be approved as amended.

MOTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #2 BRANCH LIBRARY SERVICES STRATEGY

Deputy City Librarian Paul Underwood presented an extensive report on how the Library proposed to provide access to library services during the construction phases of the branch Library Bond program. Mr. Underwood reported that these proposals address the need that the planning prepare for services throughout the 10m year build out of the branch bond program; remain within the financial limits of the program budget; and limit the impact of loss of services in any one part of the city. The Deputy City Librarian noted that staff had considered use of temporary structures and after careful consideration had decided against recommending doing so. Mr. Underwood cited difficulties with temporary structures similar to those raised by use of temporary locations in locating such structures, costs of ADA (Americans with Disabilities Act) upgrades, ongoing operational costs, and the loss of resources devoted to improvements left behind

Deputy City Librarian Paul Underwood then outlined the proposed services options that staff recommended as expanded use of book mobile services, extending hours of service at nearby branches, partnership with schools and neighborhood groups to place library programs in community facilities, and expanded use of the children's bookmobile. Mr. Underwood discussed in some detail the advantages conferred by acquiring additional bookmobiles and using them to provide coverage in several locations during the course of Branch Bond program work. The Deputy City Librarian then outlined how hours at nearby branches might be extended and special collections located at a branch under renovation would be relocated to a nearby branch to maintain access. Mr. Underwood reported that partnerships with schools, community centers, churches, and other accessible neighborhood facilities would allow for some library programs to be continued during branch renovation work. The Deputy City Librarian discussed how additional visits by the children's bookmobile could provide needed service coverage for neighborhood children.

The Deputy City Librarian next outlined extensively the budgetary considerations which led staff to recommend these options, noting that $4.3 million was all that was available in the budget for all 24 projects. Mr. Underwood then discussed the breakdown of costs per branch. The Deputy City Librarian identified the potential collection storage sites available in order of preference as Brooks Hall, the lower level at Presidio branch, offsite city storage, and finally commercial rented storage facilities. Mr. Underwood noted that the excelsior Branch would likely be the firsat renovation project closing in September 2003 and reopening in September 2004. The Deputy City Librarian described how services would be expanded at the Glen Park, Mission and Bernal Heights Branches, additional bookmobile and children' bookmobile services would be put into place. Finally, Mr. Underwood noted that Excelsior branch's special Filipiniana Collection would be moved and made available at the Bernal Heights Branch during renovation.

Public comment on AGENDA ITEM #2 BRANCH LIBRARY SERVICES STRATEGY

An anonymous member of the public remarked that they would have preferred to see the data that supported the presentation suggesting that they had heard conclusions without evidence to support them. This individual commented that this was not what was expected when the Branch Library Renovation Bond was proposed. Mr. Ed Regan proposed that trailers, placed near the existing branch, could be used at reasonable cost, to provide a better level of library services while a branch was being renovated. Mr. Peter Warfield echoed some of the comments of previous speakers and expressed disappointment that temporary locations would not be considered, as they should be on a case by case basis. Mr. Warfield additionally noted bookmobile's lack of capacity, a paucity of details regarding information about what was being proposed and costs, and suggested that the current poor economic conditions provided opportunity to rent empty storefronts at reasonable cost. Mr. Warfield also expressed concern with books being unavailable during branch construction and suggested that their whereabouts be noted in the catalog. Ms. Jeannene Przyblyski, Friends of Noe Valley, urged that use of trailers be reconsidered, finding bookmobiles problematic. Ms. Przyblyski found most troubling the proposal that during renovations branch users be referred to nearby branches, recommending that a neighborhood presence be maintained during all branch closures, and that after the renovations were completed that branch hours systemwide be expanded.

Commission comment on AGENDA ITEM #2 BRANCH LIBRARY SERVICES STRATEGY

In response to questions by Commissioner Coulter, Mr. Underwood discussed the practical advantages and fiscal merits of using bookmobiles instead of trailers or temporary locations. Commissioner Coulter expressed concern that the hours added to nearby branch libraries might lead to an expectation that they could continue after the closed branch reopened. The City Librarian noted that the next Proposition E (Library Preservation Fund) review of library hours was scheduled to occur in Summer of 2004 and that would provide an opportunity to take another look at the allocation of public service hours throughout the library system. Ms. Hildreth noted with regard to maintaining public service hours that the library needed to begin to think about proposing a re-authorization of Proposition E to be placed before the voters in 2007 or 2008. Responding to a question by Commissioner Chin, Mr. Underwood discussed why the choice of the Presidio Branch for storing collections was made. In response to comments by Commissioner Strobin, it was noted that while commercial spaces might be available there were significant costs involved in using them and any improvements made by the library would be left behind.

In response to another question by Commissioner Strobin concerning use of nearby school or church facilities on a temporary basis, Mr. Underwood noted that plans were being considered for use of such spaces for program activities but not a housing for collections during branch construction. Commissioner Coulter called attention to the costs involved in providing alternative services facilities during the closure of the Chinatown and Mission branches. In answer to another question the City Librarian informed Commissioner Coulter that branch staff would be re-deployed to the bookmobiles and other branches during construction. President Higueras requested that staff revisit and provide the Commission with comparable costs for replacing branch services with bookmobiles, trailers, as well as rented commercial space. Deputy City Librarian Paul Underwood clarified that items in branch collections being stored would be either masked or listed as "not available" in the catalog while they were being stored during construction of their branch.

AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson began her report with an information presentation by Mr. Joe Cheung, on managing change orders. Mr. Cheung provided a very detailed presentation on managing city contracts based on his 27 years of experience in construction management. Mr. Cheung noted that change orders were a fact of life in both public and private construction projects and that in some cases allowed for unanticipated opportunities to improve a project once It had be begun. Mr. Cheung then discussed extensively what to watch out for and how to maintain good oversight as a construction project went forward with strong regular reporting requirements, and keeping a close eye on contingency expenditures. Mr. Cheung commented that a reasonable contingency might be 10% of budget for a new building and given the likelihood of surprises, 15-20% in an older structure.

Ms. Thompson next presented her regular budget report, informing the Commissioners that there had been no changes in the Bond Program Budget since her last report. The Bond Program Manager next also reported no changes in the program schedule as previously reported. The Bond Program Manager then informed the Commissioners concerning site acquisition activities, reporting that the new Glen Park Branch was undergoing review by the Planning Commission and following that would go to the Board of Supervisors for its approval. The Bond Program Manager informed the Commissioners that the Board of Supervisors had approved the Mission Bay Branch and updated them concerning the proposed Portola Branch at the Martin Luther King Middle School site. Ms. Thompson then discussed locations being sought for the Visitacion Valley Branch and brought the commissioners up to date with the acquisition of the Sunset Auto site for the new Ingleside branch library. Ms. Thompson outlined the ongoing active projects, filling in the Commissioners concerning activities at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries. The Bond Program Manager then discussed the RFQ issued for design services and an interior designer Ms. Thompson then announced upcoming community outreach meetings including: a Mission Bay Branch public art meeting; a Portola Branch community meeting, a Richmond Branch November 6th meeting; a November 7th Ingleside Branch community meeting; and a Marina Branch community meeting. Ms. Thompson noted that the Bond Program Website was being continually updated and that the 3rd edition of the Bond Program newsletter had been distributed last month.

The Bond Program Manager then presented a special report on managing construction program budgets emphasizing that the entire program's budget must be constantly and carefully managed so as to complete all 25 projects and not expend funds in a manner that would shortchange the last project to be completed. The Bond Program Manager discussed steps such as the creation of the prudent program budget reserve and the proposed creation of prudent contingency budgets for each of the projects as tools in managing the overall budget. Ms. Thompson then outlined in some detail other tools that she proposed be used to insure that Bond Program projects remained on budget such as: creating different kinds of contingency budgets; emphasis on contractual accountability; setting clear priorities and doing needed additional studies; doing the needed levels of design work; doing checklists, focusing on quality assurance/value engineering, using peer reviews; regularly evaluating the program schedule; and frequent reporting of key indicators and tends.

Ms. Thompson next discussed how the program could respond to getting or not getting additional funding through prop. 14 (State Library Bond) noting that a basic principle should be to always maintain the program goals, efficiently spend the funds available to complete the program, and not count on receiving additional funds. The Bond program manager emphasized the importance of safeguarding the Bond program reserve funds and suggested that any policy decisions to make changes must be carefully justified.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public found the report useful, calling particular attention to the report on change orders, reminding the Commissioners of the serious problems flawed architectural drawing had created in the renovation of the Chinatown branch Library. This person suggested that process and careful controls were essential to prevent a re-occurrence of this kind of problem. Mr. Ed Regan commented that while the report was good, he disagreed with the necessity for seismic retrofits. Mr. Regan also suggested that there was unnecessary concern with the possible existence of partial foundations citing their common use. Mr. regan further noted that cost over-runs must not be allowed as they only enrich contractors. Ms. Sue Cauthen, Council for Neighborhood Libraries, commented on community involvement in planning for branch library improvements, noted Supervisor Newsom's support for this effort, and called attention to the community's desires for Marina Branch improvements reflected in surveys done for the Marina Branch.

Commission comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

In response to questions by Commissioner Coulter, Ms. Thompson described how the Bond Program proposed to adhere to the model of prudent contingencies suggested by Mr. Cheung in his report. In response to a question by Commissioner Bautista regarding the Library's legal obligations to seismically upgrade unsafe structures, Ms. Thompson outlined the current requirements that substandard buildings be brought up to code. Ms. Thompson then explained the role of the California Seismic Safety Commission in fostering the development of new safety measures for historic building and providing advice on improving building codes.

AGENDA ITEM #4 BLIP REPORT

No report was offered.

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public commented that the public was owed an accounting of the Library's management of the Fuhrman Fund and discussed the influence of the views of Martin Paley, formerly of the Buck Trust on how the wishes of those making such bequests might be changed had impacted the Commission's management of the Fuhrman Trust. This person suggested that the Commissioners had not taken up their responsibilities as trustees. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally suggested that all library's have a labor collection that included copies of local labor contracts as well information on labor law. Mr. Peter Warfield thanked the Commissioners who had asked questions and suggested that that differing reports regarding the number of books in the Excelsior Branch collections were of great concern to him. Mr. Warfield expressed concern with what he found to be a degradation of books noting that taking the view that the library had but one book collection spread among 27 facilities diminished the importance of its commitment to maintaining neighborhood libraries. A 2nd anonymous member of the public called the Commissioners attention to problems with the policy of allowing teen users access to adult computers. This person suggested that excessive teen use limited the ability of adult users to have access to library computers. This individual recommended that the library initiate uniform policies on computer use.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

MOTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

The meeting was adjourned at 6:07PM.

Michael Housh, Commission Secretary 10/18/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Branch Library Services Strategy

- **Options to provide library services during construction phases of the Branch Library Bond Program**

Topics

Strategy
Temporary Structures
Service Options
Budget Considerations
Example: Excelsior Branch Library

Strategy

Provide access to library services for residents during the ten year build-out of the Branch Library Improvement Program, while maintaining fiscal responsibility and achieving the overall goal of the program.

Every effort will be made to ameliorate the impact of closures on a geographic basis so that no one area of the City is unnecessarily impacted.

Strategy

Criteria used to determine approach will be based on analysis of key library service concerns including, but not limited to, geographic location, proximity to other branches, public transportation, etc.

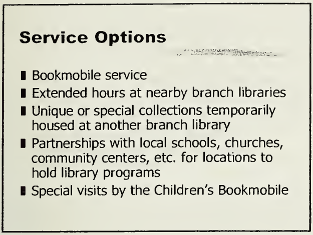
Temporary Structures

Temporary structures will not be developed as an option due to the:

- Difficulty in acquiring a temporary location within the service area of any particular branch library,
- Unreasonable cost of upgrading any facility to accommodate library service needs,

Temporary Structures

- The significant ongoing cost of operating a temporary structure,
- The loss to the City and the Library upon leaving a temporary facility -- expensive improvements for a limited use of 12 to 18 months is not cost effective,
- Desire to maintain the construction schedule and manage the budget effectively.



Service Options

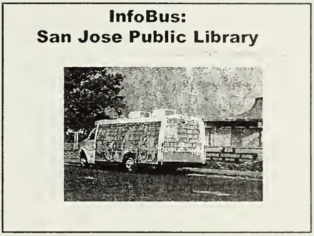
- Bookmobile service
- Extended hours at nearby branch libraries
- Unique or special collections temporarily housed at another branch library
- Partnerships with local schools, churches, community centers, etc. for locations to hold library programs
- Special visits by the Children's Bookmobile

Service Options

- Bookmobiles available in different sizes

Service Options

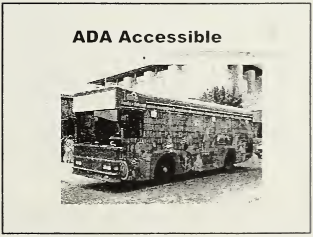
- Kids enjoy the unique and fun experience



InfoBus:
San Jose Public Library

Service Options

Exploring...



ADA Accessible

Service Options

Extended hours at nearby branch libraries

- Similar to the approach we are using for the current closure of West Portal: Opened Merced on Mondays; opened Parkside on Sundays

Service Options

Unique or special collections temporarily housed at another branch library

- Gay and Lesbian collection at Eureka Valley moved to a nearby branch
- Vietnamese, Chinese language collections moved to a nearby branch

Service Options

Partnerships with local schools, churches, community centers, etc. for locations to hold library programs.

- Summer Reading Program events held at a local community center
- Homework help at a local school

Service Options

Special visits by the Children's Bookmobile

- Performers come using the Children's Bookmobile to a location nearby the closed branch
- Children's Bookmobile brings special needs collection to a closed site on a rotating basis

Budget Considerations

Budget = $4.3 million for 24 projects

Moving Costs	$1,380,000
Purchase of 3 Bookmobiles	1,200,000
Storage Costs	520,000
General Contingency	200,000
Total estimated budget costs	**$3,300,000**
Un-programmed budget	$1,000,000

Budget Considerations

Moving Costs

- Estimated that, on average, $50,000 will be needed for moving costs per project
- Moving cost total = $1.2 million plus 15% contingency = $1,380,000

Budget Considerations

Bookmobiles

- Purchase of 3 previously owned bookmobiles = $1.2 million
- $400,000 average per vehicle

Budget Considerations

Storage of Materials

Brooks Hall	No cost
Presidio Branch Library	No cost
Off site City storage	Minimal cost
Off site warehousing	Market rate

Storage of Materials

- Brooks Hall and Presidio will be the first locations used.
- Library will be able to hold several complete branch library collections in these combined locations
- If needed, rental space would be used
- Setting aside $520,000 for rental space needs, if needed

Excelsior Branch Library

- Scheduled to be the first building to close: September 2003·
- Currently operates seven days per week
- Scheduled to reopen September 2004

Excelsior Branch Library

- Nearby branches: Glen Park; Bernal Heights, Portola, Mission, Ingleside
- Excelsior and Glen Park both on Lines 44 and 52
- Mission and Excelsior both on Mission Street = Excellent public transit for users
- Mission open seven days per week

Excelsior Branch Library

- Open Bernal on Mondays, 1:00 – 9:00
- Open Bernal on Sundays, 1:00 – 5:00
- Extend Bernal on Wednesdays from 1:00 – 9:00 to 10:00 – 9:00
- Bookmobile service to site Tuesday, Thursday, Saturday

Excelsior Branch Library

- Children's Bookmobile makes special program visits
- Excelsior Branch Manager develops partnerships with local schools, churches, community centers to continue library programming during closure
- Filipiniana collection relocated to Bernal

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
October 17, 2002

			BUDGET		REVENUE							EXPENDITURES/ENCUMBRANCES		
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Reserve	Total Available	Budget 30-Sep-02	Actual 30-Sep-02	Balance 30-Sep-02
												A	B	A - B
Phase 0 Projects														
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	2,092,000	1,336,000	1,336,000	21,569	1,314,431
IN	7516A	Ingleside[1]	1,770,000	1,770,000	1,770,000	(4)		1,770,000	1,770,000	1,770,000	0	1,770,000	45,205	1,724,795
PL	7519A	Portola[1]	1,770,000	1,770,000	530,909	1,239,091 (4)		1,770,000	1,770,000	1,770,000	0	5,000	76	4,924
VV	7521A	Visitacion Valley[1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500	0			0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000		8,626,000	215,000	1,982	213,018
		SUBTOTAL	*16,480,000*	*17,684,000*	*16,444,909*	*1,239,091*	-	*17,684,000*	*16,325,500*	*6,363,500*	*9,962,000*	*3,326,000*	*68,832*	*3,257,168*
Phase 1 Projects														
EX	7525A	Excelsior	3,820,000	3,629,000	1,400,825	2,228,175		3,629,000	1,400,825	1,400,825	0	730,000	315,662	414,338
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,200,000	704,500	33,660	3,731	29,929
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	607,000	3,350,000	61,000	50,416	10,584
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	207,375	840,000	840,000	23,539	816,461
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,186,000	550,000	33,660	3,944	29,716
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	41,500	2,400,000	416,023	310,502	105,521
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	44,715	575,285	28,000		28,000
		SUBTOTAL	*29,430,000*	*28,578,000*	*19,249,825*	*6,928,175*	*2,400,000*	*28,578,000*	*16,107,200*	*7,687,415*	*8,419,785*	*2,142,343*	*707,794*	*1,434,549*
Phase 2 Projects														
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	0	38,815	37,815	1,000
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	(4)		2,618,000	665,000	665,000	0	24,383		24,383
PL	7520A	Portola	2,800,000	2,618,000	785,266	1,832,734 (4)		2,618,000	665,000	665,000	0	28,000		28,000
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750	0			0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,400,500	15,000	10,000	10,234	(234)
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	0			0
		SUBTOTAL	*17,460,000*	*15,096,000*	*13,263,266*	*1,832,734*	-	*15,096,000*	*5,796,375*	*5,781,375*	*15,000*	*101,198*	*48,049*	*53,149*
Phase 3 Projects														
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000			0			0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000			3,382,000	70,000		70,000			0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	-	-	*14,620,500*	*70,000*	-	*70,000*	*0*	*0*	*0*
Phase 4 Projects														
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500			0			0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,877,000*	*50,000*	*0*	*50,000*	*0*	*0*	*0*
Phase 5 Projects														
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
		SUBTOTAL	*7,040,000*	*6,888,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*0*	*15,000*	*0*	*0*	*0*
Program-Wide Services & Costs														
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	300,000	300,000	300,000	6,005	293,995
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	262,500	300,000	300,000	86,943	213,057
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	403,822	610,000	610,000	238,076	371,924
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	272,000	30,000	30,000	11,999	18,001
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000	0			0
FE		Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	165,407	173,215	234,686	147,474	87,212
SF		Program Reserve	1,675,000	5,529,500	5,529,500			5,529,500	818,981	818,981	0			0
		SUBTOTAL	*27,805,000*	*31,921,500*	*16,921,500*	*0*	*15,000,000*	*31,921,500*	*4,835,925*	*3,302,710*	*1,533,215*	*1,594,686*	*610,497*	*984,189*
TOTAL			**133,265,000**	**133,265,000**	**105,865,000**	**10,000,000**	**17,400,000**	**133,265,000**	**43,200,000**	**23,135,000**	**20,065,000**	**7,164,227**	**1,435,172**	**5,729,055**

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation
(4) Prop. 14 applications may be submitted for these projects

Library Commission

October 17, 2002

1. Approval of 9/19/02 Minutes

Explanatory document available:

Draft Minutes

2. Branch Library Services Strategy

3. Bond Program Manager's Report

Informational Presentation

Managing Change Orders

Joe Cheung,

Bureau of Construction Management

Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

Program Budget Report

Explanatory document available:
Current Budget Report
dated 10/17/02

Program Budget Report

- Recap:
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased $88,000 (size of project increased)
  - 01-17-02 Increased Reserve (reduced all projects 5%)
  - 05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  - 06-20-02 Mission Bay increased $653,000
  - TODAY- No changes

Program Schedule Report

Explanatory documents available:
New Construction Detailed Schedule
Phases 1-5 Detailed Schedules
dated 6/20/02

Program Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Recommended continuing EXC, RIC, NOB in lieu of waiting for State grant determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina, Parkside
- RFQ's

Community Outreach Update

- Library sponsored meetings:
  - 10/17 Mission Bay Public Art Selection Panel
  - 10/21 Portola Community Meeting
  - 11/6 Richmond Public Art Orientation Meeting
  - 11/7 Ingleside Community Meeting
- Library invited as guest:
  - none
- Web Site
- Newsletter

Special Reports

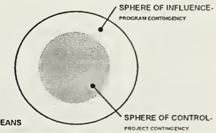
Managing the Budget

Program Objective

Finish all 24 branch libraries according to plan.

- How the plan & budgets were established
- Management tools to stay within budget
- What if ...

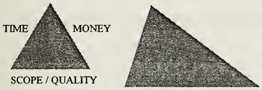
Understanding Changes


SPHERE OF INFLUENCE-
PROGRAM CONTINGENCY
SPHERE OF CONTROL-
PROJECT CONTINGENCY

LIVE WITHIN OUR MEANS

ACHIEVE GOAL- ALL 24 BRANCHES ACCORDING TO PLAN

Understanding Changes


TIME
MONEY
SCOPE / QUALITY

ALL THREE SIDES ARE CONNECTED.

Understanding Changes

- Unknowns & Hidden Conditions
- Client Requested Changes
- Code Changes & Unfavorable Code Interpretations
- Errors & Omissions
- Market Conditions
- Unsuccessful funding
- Project specific variables (property cost, etc.)

The Plan

- Spring 2000-May 2000
- Things considered:
  - Facilities issues & requirements
    - structural safety
    - life safety
    - accessibility
    - deferred maintenance
    - technological advancements
  - Community's library needs
    - useage & circulation data
    - system-wide solutions
    - library staff knowledge
  - Library services & operational constraints

The Plan

- Based on:
  - Professional estimates
  - Facilities & Maintenance Surveys (on-going & annual requests)
  - Seismic Studies
  - ADA Surveys
  - Hazardous Materials Surveys
  - Previous Bond Proposals
  - Industry standards (ie: escalation)
  - Circulation & useage statistics
  - Site restrictions
  - Size & proximity of branches

The Plan

- Includes:
  - Additions based on industry standard & previous experience Square Footage costs
  - New Construction based on industry standard & previous experience Square Footage costs
  - Seismic upgrades based on previous studies & prof'l estimates
  - ADA based on previous studies & prof'l estimates
  - Life safety based on previous experience Square Footage costs
  - Electrical upgrades based on previous experience Square Footage costs
  - Mechanical upgrades based on current requests or Square Footage cost
  - Renovations & modernization based on Square Footage allowances
  - Soft costs based on industry standard & known permit fees
  - Escalation to mid point of construction at 4.5% compounded (20 year average in 1999)

The Tools

- The tools for maintaining budget include:
  - Contingencies
  - Contractual accountability (shift the risk)
  - Additional studies (destructive testing, specialized surveys)
  - Set priorities, early program verification
  - Multiple options, thorough research
  - Don't skimp on design services
  - Checklists
  - Quality Assurance Program & Value Engineering
  - Peer reviews
  - Evaluate schedule
  - Bid alternates
  - Frequent reporting, key indicators, trends

What if...

- What if we don't get $5 million from Prop 14?
- What if we get $15 million from Prop 14?
- What if the Viz Valley site costs 2x what is budgeted?
- What if Parkside wants a 1,500 sf addition?
- What if escalation is far greater than 4.5%?
- What if another State Library Bond passes in 2004?
- What if a Supervisor pushes to have a branch built in a newly developing neighborhood?
- What if Rec & Park doesn't allow us to expand further onto their property?
- What if the war on terrorism depletes the construction workforce, forcing us to delay our projects to 2020?

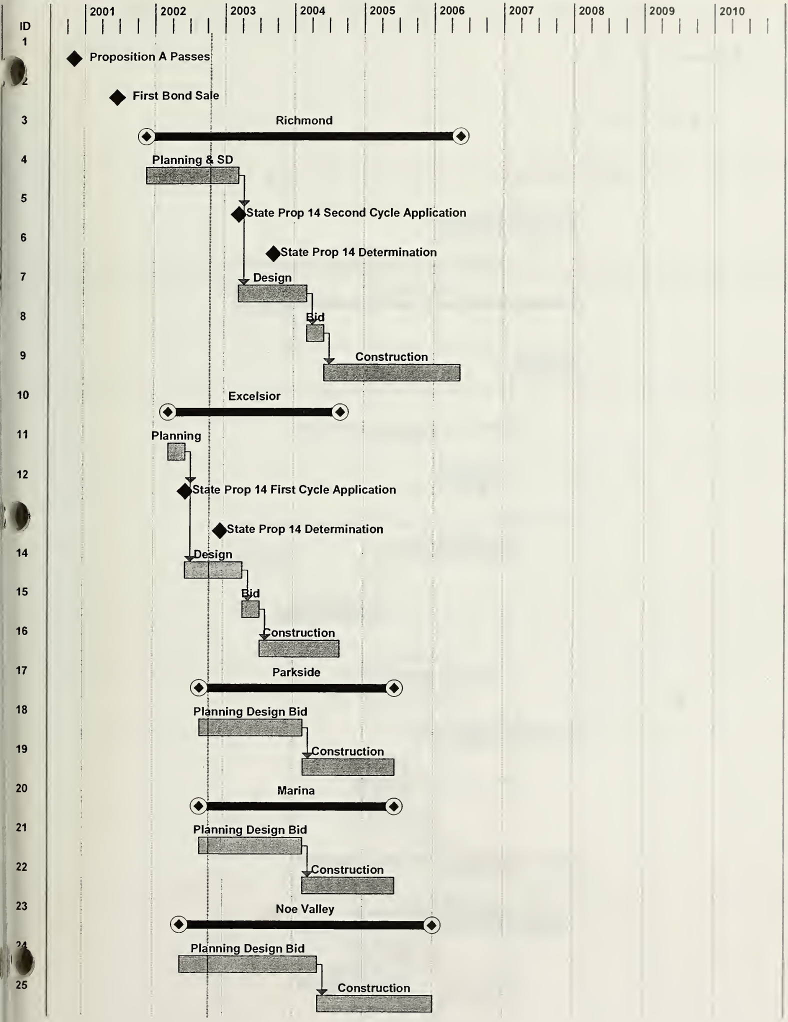
4. BLIP Advisory Committee Report

5. Public Comment

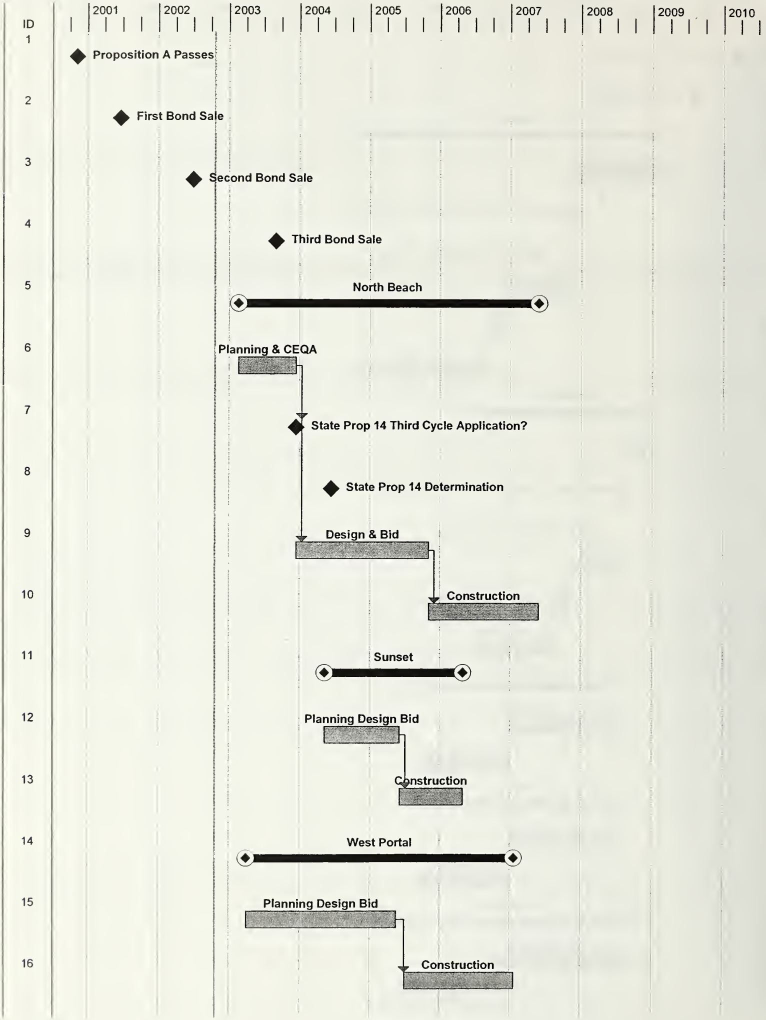
6. Adjournment

PHASE 1 DETAILED SCHEDULE

06-20-02

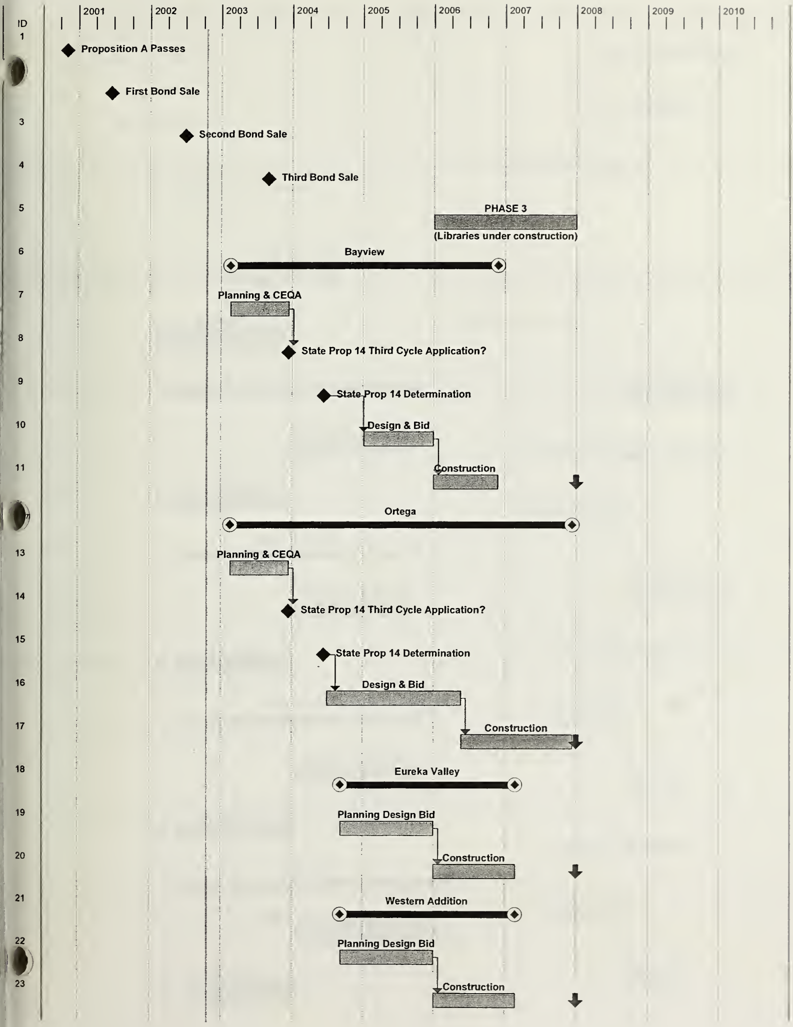


PHASE 2 DETAILED SCHEDULE

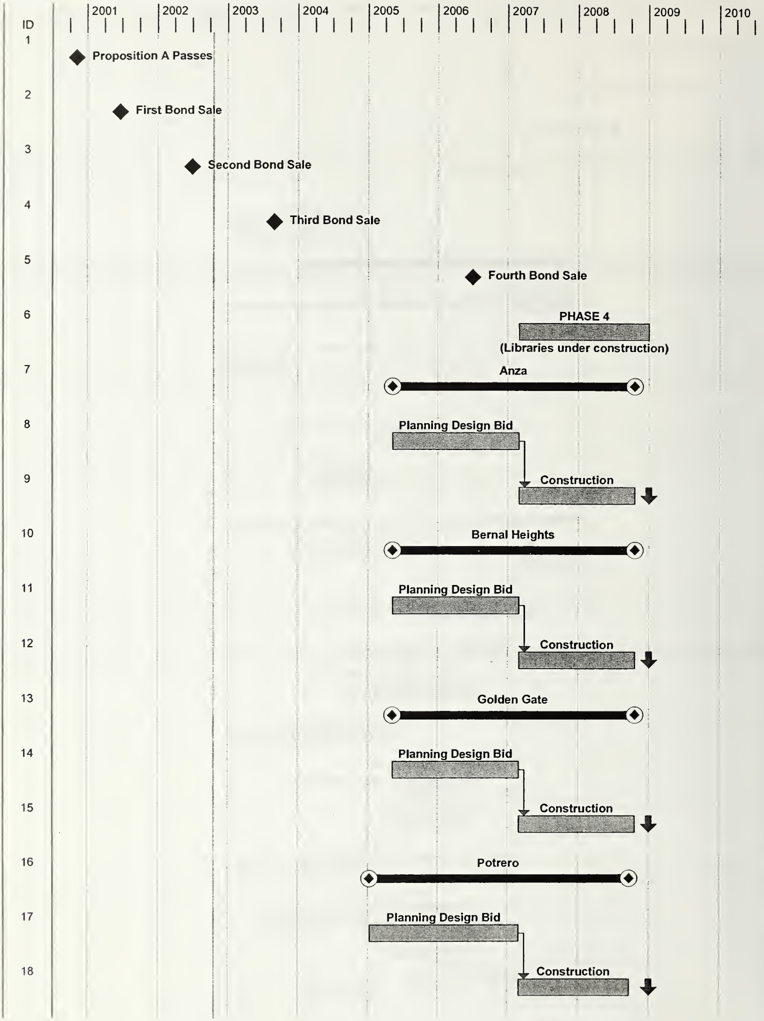


PHASE 3 DETAILED SCHEDULE

06-20-02

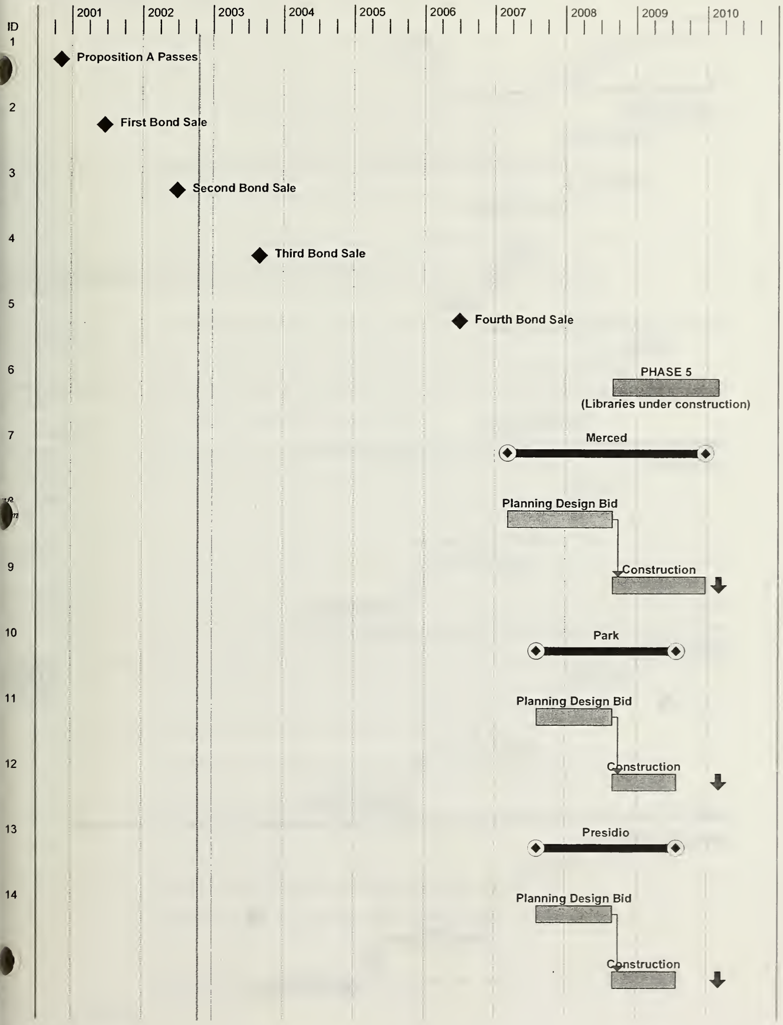


PHASE 4 DETAILED SCHEDULE

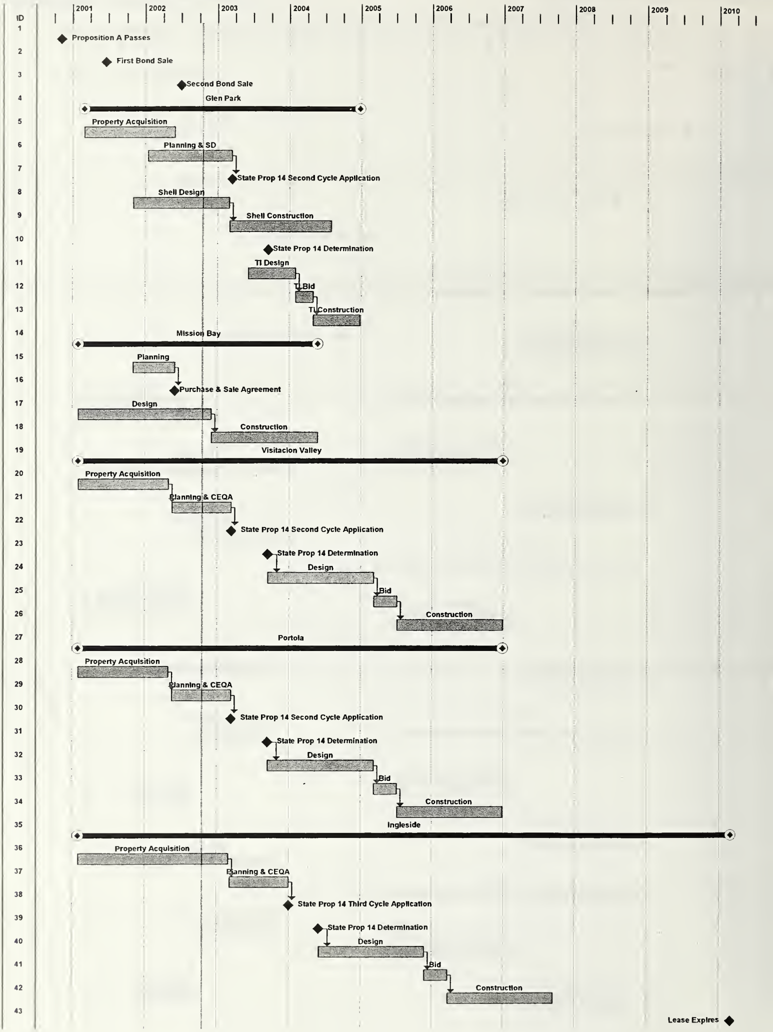


PHASE 5 DETAILED SCHEDULE

06-20-02



NEW CONSTRUCTION DETAILED SCHEDULE



DOCUMENTS DEPT.
DEC - 2 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
missioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, October 17, 2002.
(As approved November 21, 2002)

The San Francisco Public Library Commission held a regular meeting on Thursday, October 17, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:02PM by President Higueras.

The following members were noted present: Commissioners Chin, Coulter, Higueras, and Strobin. Commissioner Bautista joined the meeting at 4:10PM. Commissioners Steiman and Streets were reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2002COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2002 COMMISSION MEETING

An anonymous member of the public noted that their public comment summary statements had not been posted on the library's website and that the minutes were not being widely distributed as they had been and should be. This person also cited insufficient reporting of discussions citing as example the report on the Mission Bay design item. Mr. Ed Regan found that his remarks had been accurately reported. Mr. Peter Warfield commented that there was an apparently new policy not to distribute copies of the minutes with the mailed agendas and inquired as to why this change had been made. Mr. Warfield noted that the minutes as well as copies of explanatory documents were useful to members of the public interested in library issues. Ms. Sue Cauthen remarked that she understood that mailing of Minutes and supportive documents would be resumed, urged that it be done, noting they were very useful to members of the public interested in library issues.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2002 COMMISSION MEETING

Commissioner Coulter requested the correction of a page 4 mention of a Ted Stuart to Ted Lobman of the Stuart Foundation.

MOTION: Commissioner Chin, seconded by Commissioner Coulter that the Minutes be approved as amended.

MOTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

AGENDA ITEM #2 BRANCH LIBRARY SERVICES STRATEGY

Deputy City Librarian Paul Underwood presented a- report on how the Library proposed to provide access to library services during the construction phases of the Branch Library Bond Program. Mr. Underwood reported that these proposals address the to prepare for alternative services throughout the 10 year build out of the Branch Bond Program; remain within the financial limits of the program budget; and limit the impact on services in any one part of the city. The Deputy City Librarian noted that staff had considered use of temporary structures and after careful consideration had decided against recommending doing so. Mr. Underwood cited difficulties with temporary structures similar to those raised by use of temporary locations in locating such structures, costs of ADA (Americans with Disabilities Act) upgrades, ongoing operational costs, and the loss of resources devoted to improvements.

Deputy City Librarian Paul Underwood then outlined the proposed services options that staff recommended as expanded use of bookmobile services, extending hours of service at nearby branches, partnership with schools and neighborhood groups to place library programs in community facilities, and expanded use of the children's bookmobile. Mr. Underwood discussed in some detail the advantages conferred by acquiring additional bookmobiles and using them to provide coverage in several locations during the course of Branch Bond program work. The Deputy City Librarian then outlined how hours at nearby branches might be extended, additionally special collections located at a branch under renovation would be relocated to a nearby branch to maintain access. Mr. Underwood reported that partnerships with schools, community centers, churches, and other accessible neighborhood facilities would allow for some library programs to be continued during branch renovation work, such as the Summer Reading Program. The Deputy City Librarian discussed how additional visits by the children's bookmobile could provide needed service coverage for neighborhood children.

The Deputy City Librarian next outlined extensively the budgetary considerations which led staff to recommend these options, noting that $4.3 million was all that was available in the budget for all 24 projects. Mr. Underwood then discussed the breakdown of costs per branch. The Deputy City Librarian identified the potential collection storage sites available in order of preference as Brooks Hall, the lower level at Presidio Branch, offsite city storage, and finally commercial rented storage facilities. Mr. Underwood noted that the Excelsior Branch would likely be the first renovation project closing in September 2003 and reopening in September 2004. The Deputy City Librarian described how services would be expanded at the Glen Park, and Bernal Heights Branches, additional bookmobile and children' bookmobile services would be put into place. Finally, Mr. Underwood noted that Excelsior Branch's special Filipiniana Collection would be moved and made available

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

at the Bernal Heights Branch during renovation.

Public comment on AGENDA ITEM #2 BRANCH LIBRARY SERVICES STRATEGY

An anonymous member of the public remarked that they would have preferred to see the data that supported the presentation suggesting that they had heard conclusions without evidence to support them. This individual commented that this was not what was expected when the Branch Library Renovation Bond was proposed. Mr. Ed Regan proposed that trailers, placed near the existing branch, could be used at reasonable cost to provide a better level of library services while a branch was being renovated. Mr. Peter Warfield echoed some of the comments of previous speakers and expressed disappointment that temporary locations would not be considered, as they should be on a case by case basis. Mr. Warfield additionally noted a bookmobile's lack of capacity, a paucity of details regarding information about what was being proposed and costs, and suggested that the current poor economic conditions provided opportunity to rent empty storefronts at reasonable cost. Mr. Warfield also expressed concern with books being unavailable during branch construction and suggested that their whereabouts be noted in the catalog. Ms. Jeannene Przyblyski, Friends of Noe Valley, urged that use of trailers be reconsidered, finding bookmobiles problematic. Ms. Przyblyski found most troubling the proposal that during renovations branch users be referred to nearby branches, recommending that a neighborhood presence be maintained during all branch closures, and that after the renovations were completed that branch hours systemwide be expanded.

Commission comment on AGENDA ITEM #2 BRANCH LIBRARY SERVICES STRATEGY

In response to questions by Commissioner Coulter, Mr. Underwood discussed the practical advantages and fiscal merits of using bookmobiles instead of trailers or temporary locations. Commissioner Coulter expressed concern that the hours added to nearby branch libraries might lead to an expectation that they could continue after the closed branch reopened. The City Librarian noted that the next Proposition E (Library Preservation Fund) review of library hours was scheduled to occur in Summer of 2004 and that would provide an opportunity to take another look at the allocation of public service hours throughout the library system. Ms. Hildreth noted with regard to maintaining public service hours that the library needed to begin to think about proposing a re-authorization of Proposition E to be placed before the voters in 2007 or 2008. Responding to a question by Commissioner Chin, Mr. Underwood discussed why the choice of the Presidio Branch for storing collections was made. In response to comments by Commissioner Strobin, it was noted that while commercial spaces might be available there were significant costs involved in using them and any improvements made by the library would be left behind.

In response to another question by Commissioner Strobin concerning use of nearby school or church facilities on a temporary basis, Mr. Underwood noted that plans were being considered for use of such spaces for program activities but not housing as for collections during branch construction. Commissioner Coulter called attention to the costs involved in providing alternative services facilities during the closure of the Chinatown and Mission branches. In answer to another question the City Librarian informed Commissioner Coulter that branch staff would be re-deployed to the bookmobiles and other branches during construction. **President Higueras requested that staff revisit and provide the Commission with comparable costs for replacing branch services with bookmobiles, trailers, as well as temporary structures.** Deputy City Librarian Paul Underwood clarified that items in branch collections being stored would be either masked or listed as "not available" in the catalog while they were being stored during construction of their branch.

AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson began her report introducing an informational presentation by Mr. Joe Cheung, on managing change orders. Mr. Cheung provided a very detailed presentation on managing city contracts based on his 27 years of experience in construction management. Mr. Cheung noted that change orders were a fact of life in both public and private construction projects and that in some cases allowed for unanticipated opportunities to improve a project once it had begun. Mr. Cheung then discussed extensively what to watch out for and how to maintain good oversight as a construction project went forward with strong regular reporting requirements, and keeping a close eye on contingency expenditures. Mr. Cheung commented that a reasonable contingency might be 10% of budget for a new building and given the likelihood of surprises, 15-20% in an older structure.

Ms. Thompson next presented her regular budget report, informing the Commissioners that there had been no changes in the Bond Program Budget since her last report. The Bond Program Manager next also reported no changes in the program schedule as previously reported. The Bond Program Manager then informed the Commissioners concerning site acquisition activities, reporting that the new Glen Park Branch was undergoing review by the Planning Commission and following that would go to the Board of Supervisors for its approval. The Bond Program Manager informed the Commissioners that the Board of Supervisors had approved the Mission Bay Branch and updated them concerning the proposed Portola Branch at the Martin Luther King Middle School site. Ms. Thompson then discussed locations being sought for the Visitacion Valley Branch and brought the commissioners up to date with the acquisition of the Sunset Auto site for the new Ingleside Branch library. Ms. Thompson outlined the ongoing active projects, filling

Number of members of the public who spoke anonymously at this meeting: 2

in the Commissioners concerning activities at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries. The Bond Program Manager then discussed the RFQ issued for design services and for interior design. Ms. Thompson then announced upcoming community outreach meetings including: a Mission Bay Branch public art meeting; a Portola Branch community meeting, a Richmond Branch November 6th meeting; a November 7th Ingleside Branch community meeting; and a Marina Branch Rec/Park community meeting. Ms. Thompson noted that the Bond Program Website was being continually updated and that the 3rd edition of the Bond Program newsletter had been distributed last month.

The Bond Program Manager then presented a special report on managing construction program budgets emphasizing that the entire program's budget must be constantly and carefully managed so as to complete all 25 projects and not expend funds in a manner that would shortchange the last project to be completed. The Bond Program Manager discussed steps such as the creation of the prudent program budget reserve and the proposed creation of prudent contingency budgets for each of the projects as tools in managing the overall budget. Ms. Thompson then outlined in some detail other tools that she proposed be used to insure that Bond Program projects remained on budget such as: creating different kinds of contingency budgets; emphasis on contractual accountability; setting clear priorities and doing needed additional studies; doing the needed levels of design work; doing checklists, focusing on quality assurance/value engineering, using peer reviews; regularly evaluating the program schedule; and frequent reporting of key indicators and tends.

Ms. Thompson next discussed how the program could respond to getting or not getting additional funding through Prop. 14 (State Library Bond) noting that a basic principle should be to always maintain program goals, efficiently spend the funds available to complete the program, and not count on receiving additional funds. The Bond Program Manager emphasized the importance of safeguarding Bond Program reserve funds and suggested that any policy decisions to make changes must be carefully justified.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public found the report useful, calling particular attention to the report on change orders, reminding the Commissioners of the serious problems flawed architectural drawings had created in the renovation of the Chinatown Branch Library. This person suggested that process and careful controls were essential to prevent a re-occurrence of this kind of problem. Mr. Ed Regan commented that while the report was good, he disagreed with the necessity for seismic retrofits. Mr. Regan also suggested that there was unnecessary concern with the possible existence of partial foundations citing their common use. Mr. Regan further noted that cost over-runs must not be allowed as they only enrich contractors. Ms. Sue Cauthen, commented on community involvement in planning for Marina Branch Library improvements, noted Supervisor Newsom's support for this effort, and called attention to the community's desires for Marina Branch improvements reflected in surveys done for the Marina Branch.

Commission comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

In response to questions by Commissioner Coulter, Ms. Thompson described how the Bond Program proposed to adhere to the model of prudent contingencies suggested by Mr. Cheung in his report. In response to a question by Commissioner Bautista regarding the Library's legal obligations to seismically upgrade unsafe structures, Ms. Thompson outlined the current requirements that substandard buildings be brought up to code. Ms. Thompson then explained the role of the California Seismic Safety Commission in fostering the development of new safety measures for historic buildings and providing advice on improving building codes.

AGENDA ITEM #4 BLIP REPORT

No report was offered.

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public commented that the public was owed an accounting of the Library's management of the Fuhrman Fund and discussed the influence of the views of Martin Paley concerning how the wishes of those making such bequests might be changed had impacted the Commission's management of the Fuhrman Trust. This person suggested that the Commissioners had not taken up their responsibilities as trustees. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally suggested that all libraries have a labor collection that included copies of local labor contracts as well information on labor law. Mr. Peter Warfield thanked the Commissioners who had asked questions and suggested that that differing reports regarding the number of books in the Excelsior Branch collections were of great concern to him. Mr. Warfield expressed concern with what he found to be a denegration of books, noting that taking the view that the library had but one book collection spread among 27 facilities diminished the importance of its commitment to maintaining neighborhood libraries. A 2nd anonymous member of the public called the Commissioners attention to problems with the policy of allowing teen users access to adult computers. This person suggested that excessive teen use limited the ability of adult users to have access to library computers. This individual recommended that the library initiate uniform policies on computer use.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

MOTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

The meeting was adjourned at 6:07PM.

Michael Housh, Commission Secretary 11/22/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 2

Minutes of the regular Commission Meeting of October 17, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 17, 2002

Item 1:
Approval of the Minutes: September 19, 2002

"These minutes are available to very few people. The minutes are only available to those who complain about them and barely in time to do that.

Having a wide distribution is a testament to the importance of this body and the only people who are not persuaded of that importance is yourselves.

While these minutes are not particularly bad, I want to point out one place where they are. At the bottom of page 2 there is a reference to the rather strange statement that the Mission Bay project "may be romantic."

The statement was that this was a significant civic corridor and that in the past concern about the views would have been regarded humorously, that was not true any longer. The speaker was encouraged by the presentation and without put in the contrast to the past and the present the statement is rendered unintelligible."

Minutes of the regular Commission Meeting of October 17, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 17, 2002

Item 2:
Branch Library Services Strategy

"This is an extensive presentation although there are no explanatory documents listed on the agenda. One would have preferred a report with data rather than a presentation of unsupported conclusions.

We heard the conclusion that it was impossible to find alternative locations. I was here when alternative locations were found for the Mission and Chinatown Branches. At that time the staff took credit for the significant accomplishment that represented and how important it was to the community. Now we have brushed those significant accomplishments aside.

We have come to the conclusion that those accomplishments are unreasonable or impossible or both, without any real data.

The other issue is whether people were told when they considered remodeling their branches that it would be impossible to consider alternative locations. My memory is that they were not told that was impossible.

This is the disadvantage of not having a specific agenda item."

Minutes of the regular Commission Meeting of October 17, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 17, 2002

Item 3:
Bond Program Manager's Report

"I was interesting to hear a report about what to expect from change orders because change orders are all about the unexpected.

To use an example that the presenter did not use, the quintessential example in the library is Chinatown Branch. The original drawings of the Chinatown branch were relied on and they showed foundation work was not there. That became a calamity because an original budget of less than $3 million turned out to cost nearly $9 million.

The library commission at the time was embarrassed. To salve their embarrassment they sought to guarantee that it would never happen again by implementing a process that would include oversight, peer review and other procedural factors.

I am a sort of a process junkie myself and the reason I am is because process is the received wisdom of our predecessors to guard us against the mistakes that they made."

Minutes of the regular Commission Meeting of October 17, 2002

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 17, 2002

Item 5:
Public Comment

"Regarding Commissioner Bautista's suggestion that the public is entitled to an accounting of the Fuhrman Fund:

In the late 1980's Mr. Paley was the administrator of the Buck Trust, a bequest to Marin County. Mr. Paley came up with a theory which he called 'philanthropic efficiency.' This theory would allow him to spread the trust around the other counties in violation of the terms of the trust.

Mr. Paley was taken to court by the Marin County Supervisors and ended up on the witness stand for fourteen court days, after which the theory of philanthropic efficiency was completely discredited. He was fired from his job and the suit was dropped.

After that Mr. Paley became Executive Director of the Library Foundation and managed to do with the Fuhrman Fund what he could not do with the Buck Trust. It was much easier here, because the trustees of the Fuhrman Fund were you people."

Branch Library Services Strategy

- **Options to provide library services during construction phases of the Branch Library Bond Program**

Topics

Strategy
Temporary Structures
Service Options
Budget Considerations
Example: Excelsior Branch Library

Strategy

Provide access to library services for residents during the ten year build-out of the Branch Library Improvement Program, while maintaining fiscal responsibility and achieving the overall goal of the program.

Every effort will be made to ameliorate the impact of closures on a geographic basis so that no one area of the City is unnecessarily impacted.

Strategy

Criteria used to determine approach will be based on analysis of key library service concerns including, but not limited to, geographic location, proximity to other branches, public transportation, etc.

Temporary Structures

Temporary structures will not be developed as an option due to the:

- Difficulty in acquiring a temporary location within the service area of any particular branch library,
- Unreasonable cost of upgrading any facility to accommodate library service needs,

Temporary Structures

- The significant ongoing cost of operating a temporary structure,
- The loss to the City and the Library upon leaving a temporary facility -- expensive improvements for a limited use of 12 to 18 months is not cost effective,
- Desire to maintain the construction schedule and manage the budget effectively.

Service Options

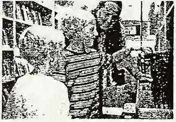
- Bookmobile service
- Extended hours at nearby branch libraries
- Unique or special collections temporarily housed at another branch library
- Partnerships with local schools, churches, community centers, etc. for locations to hold library programs
- Special visits by the Children's Bookmobile

Service Options

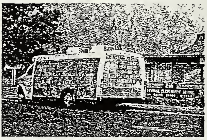
- Bookmobiles available in different sizes

Service Options

- Kids enjoy the unique and fun experience



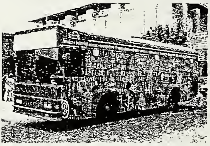
InfoBus:
San Jose Public Library



Service Options

Exploring...

ADA Accessible



Service Options

Extended hours at nearby branch libraries

- Similar to the approach we are using for the current closure of West Portal: Opened Merced on Mondays; opened Parkside on Sundays

Service Options

Unique or special collections temporarily housed at another branch library

- Gay and Lesbian collection at Eureka Valley moved to a nearby branch
- Vietnamese, Chinese language collections moved to a nearby branch

Service Options

Partnerships with local schools, churches, community centers, etc. for locations to hold library programs.

- Summer Reading Program events held at a local community center
- Homework help at a local school

Service Options

Special visits by the Children's Bookmobile

- Performers come using the Children's Bookmobile to a location nearby the closed branch
- Children's Bookmobile brings special needs collection to a closed site on a rotating basis

Budget Considerations

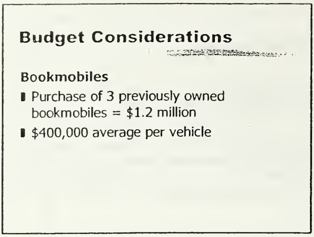
Budget = $4.3 million for 24 projects

Moving Costs	$1,380,000
Purchase of 3 Bookmobiles	1,200,000
Storage Costs	520,000
General Contingency	200,000
Total estimated budget costs	**$3,300,000**
Un-programmed budget	$1,000,000

Budget Considerations

Moving Costs

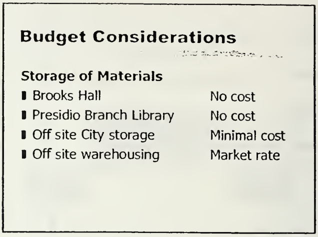
- Estimated that, on average, $50,000 will be needed for moving costs per project
- Moving cost total = $1.2 million plus 15% contingency = $1,380,000



Budget Considerations

Bookmobiles

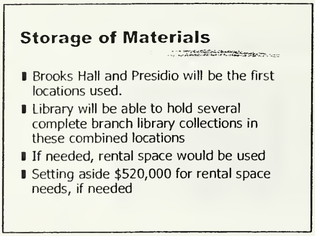
- Purchase of 3 previously owned bookmobiles = $1.2 million
- $400,000 average per vehicle



Budget Considerations

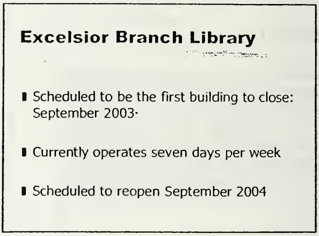
Storage of Materials

Brooks Hall	No cost
Presidio Branch Library	No cost
Off site City storage	Minimal cost
Off site warehousing	Market rate



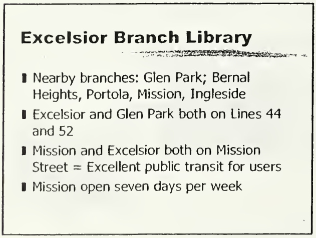
Storage of Materials

- Brooks Hall and Presidio will be the first locations used.
- Library will be able to hold several complete branch library collections in these combined locations
- If needed, rental space would be used
- Setting aside $520,000 for rental space needs, if needed



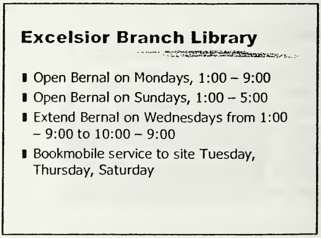
Excelsior Branch Library

- Scheduled to be the first building to close: September 2003·
- Currently operates seven days per week
- Scheduled to reopen September 2004



Excelsior Branch Library

- Nearby branches: Glen Park; Bernal Heights, Portola, Mission, Ingleside
- Excelsior and Glen Park both on Lines 44 and 52
- Mission and Excelsior both on Mission Street = Excellent public transit for users
- Mission open seven days per week



Excelsior Branch Library

- Open Bernal on Mondays, 1:00 – 9:00
- Open Bernal on Sundays, 1:00 – 5:00
- Extend Bernal on Wednesdays from 1:00 – 9:00 to 10:00 – 9:00
- Bookmobile service to site Tuesday, Thursday, Saturday

Excelsior Branch Library

- Children's Bookmobile makes special program visits
- Excelsior Branch Manager develops partnerships with local schools, churches, community centers to continue library programming during closure
- Filipiniana collection relocated to Bernal

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
October 17, 2002

			BUDGET		REVENUE							EXPENDITURES/ENCUMBRANCES		
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Reserve	Total Available	Budget 30-Sep-02 A	Actual 30-Sep-02 B	Balance 30-Sep-02 A - B
Phase 0 Projects														
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	2,092,000	1,336,000	1,336,000	21,569	1,314,431
IN	7516A	Ingleside[1]	1,770,000	1,770,000	1,770,000	(4)		1,770,000	1,770,000	1,770,000	0	1,770,000	45,205	1,724,795
PL	7519A	Portola[1]	1,770,000	1,770,000	530,909	1,239,091 (4)		1,770,000	1,770,000	1,770,000	0	5,000	76	4,924
VV	7521A	Visitacion Valley[1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500	0			0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000		8,626,000	215,000	1,982	213,018
		SUBTOTAL	*16,480,000*	*17,684,000*	*16,444,909*	*1,239,091*	-	*17,684,000*	*16,325,500*	*6,363,500*	*9,962,000*	*3,326,000*	*68,832*	*3,257,168*
Phase 1 Projects														
EX	7525A	Excelsior	3,820,000	3,629,000	1,400,825	2,228,175		3,629,000	1,400,825	1,400,825	0	730,000	315,662	414,338
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,200,000	704,500	33,660	3,731	29,929
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	607,000	3,350,000	61,000	50,416	10,584
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	207,375	840,000	840,000	23,539	816,461
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,186,000	550,000	33,660	3,944	29,716
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	41,500	2,400,000	416,023	310,502	105,521
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	44,715	575,285	28,000		28,000
		SUBTOTAL	*29,430,000*	*28,578,000*	*19,249,825*	*6,928,175*	*2,400,000*	*28,578,000*	*16,107,200*	*7,687,415*	*8,419,785*	*2,142,343*	*707,794*	*1,434,549*
Phase 2 Projects														
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	0	38,815	37,815	1,000
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	(4)		2,618,000	665,000	665,000	0	24,383		24,383
PL	7520A	Portola	2,800,000	2,618,000	785,266	1,832,734 (4)		2,618,000	665,000	665,000	0	28,000		28,000
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750	0			0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,400,500	15,000	10,000	10,234	(234)
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	0			0
		SUBTOTAL	*17,460,000*	*15,096,000*	*13,263,266*	*1,832,734*	-	*15,096,000*	*5,796,375*	*5,781,375*	*15,000*	*101,198*	*48,049*	*53,149*
Phase 3 Projects														
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000			0			0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			*0*
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000			3,382,000	70,000		70,000			*0*
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			*0*
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	-	-	*14,620,500*	*70,000*	-	*70,000*	*0*	*0*	*0*
Phase 4 Projects														
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			*0*
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500			0			0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*0*	*50,000*	*0*	*0*	*0*
Phase 5 Projects														
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			*0*
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500			*0*			*0*
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			*0*
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*0*	*15,000*	*0*	*0*	*0*
Program-Wide Services & Costs														
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	300,000	300,000	300,000	6,005	293,995
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	262,500	300,000	300,000	86,943	213,057
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	403,822	610,000	610,000	238,076	371,924
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	*0*
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	272,000	30,000	30,000	11,999	18,001
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000	0			0
FE		Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	165,407	173,215	234,686	147,474	87,212
SF		Program Reserve	1,675,000	5,529,500	5,529,500			5,529,500	818,981	818,981	*0*			*0*
		SUBTOTAL	*27,805,000*	*31,921,500*	*16,921,500*	*0*	*15,000,000*	*31,921,500*	*4,835,925*	*3,302,710*	*1,533,215*	*1,594,686*	*610,497*	*984,189*
TOTAL			**133,265,000**	**133,265,000**	**105,865,000**	**10,000,000**	**17,400,000**	**133,265,000**	**43,200,000**	**23,135,000**	**20,065,000**	**7,164,227**	**1,435,172**	**5,729,056**

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,126,000; Portola $1,126,000; Visitation Valley $1,360,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation
(4) Prop. 14 applications may be submitted for these projects

Library Commission

October 17, 2002

1. Approval of 9/19/02 Minutes

Explanatory document available:

Draft Minutes

2. Branch Library Services Strategy

3. Bond Program Manager's Report

Informational Presentation

Managing Change Orders
Joe Cheung,
Bureau of Construction Management

Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

Community Outreach Update

- Library sponsored meetings:
  - 10/17 Mission Bay Public Art Selection Panel
  - 10/21 Portola Community Meeting
  - 11/6 Richmond Public Art Orientation Meeting
  - 11/7 Ingleside Community Meeting
- Library invited as guest:
  - none
- Web Site
- Newsletter

Special Reports

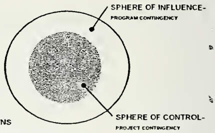
Managing the Budget

Program Objective

Finish all 24 branch libraries according to plan.

- How the plan & budgets were established
- Management tools to stay within budget
- What if ...

Understanding Changes



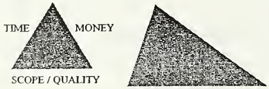
SPHERE OF INFLUENCE-
PROGRAM CONTINGENCY

SPHERE OF CONTROL-
PROJECT CONTINGENCY

LIVE WITHIN OUR MEANS

ACHIEVE GOAL- ALL 24 BRANCHES
ACCORDING TO PLAN

Understanding Changes



TIME

MONEY

SCOPE / QUALITY

ALL THREE SIDES ARE CONNECTED.

Understanding Changes

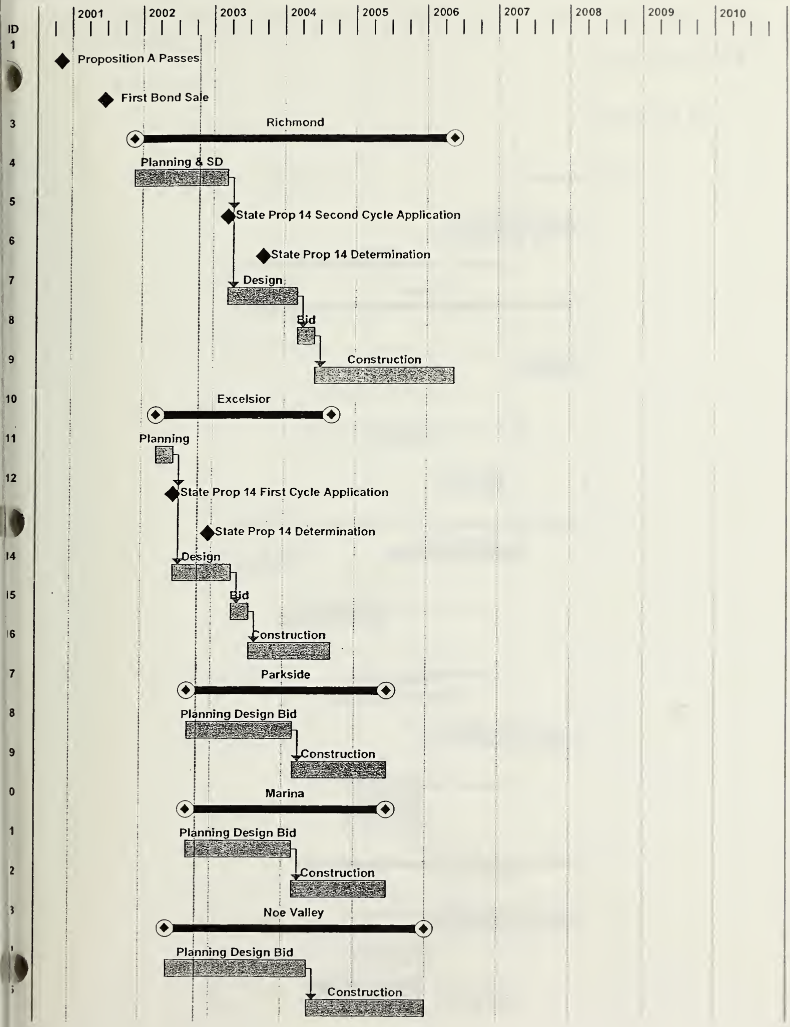
- Unknowns & Hidden Conditions
- Client Requested Changes
- Code Changes & Unfavorable Code Interpretations
- Errors & Omissions
- Market Conditions
- Unsuccessful funding
- Project specific variables (property cost, etc.)

5. Public Comment

6. Adjournment

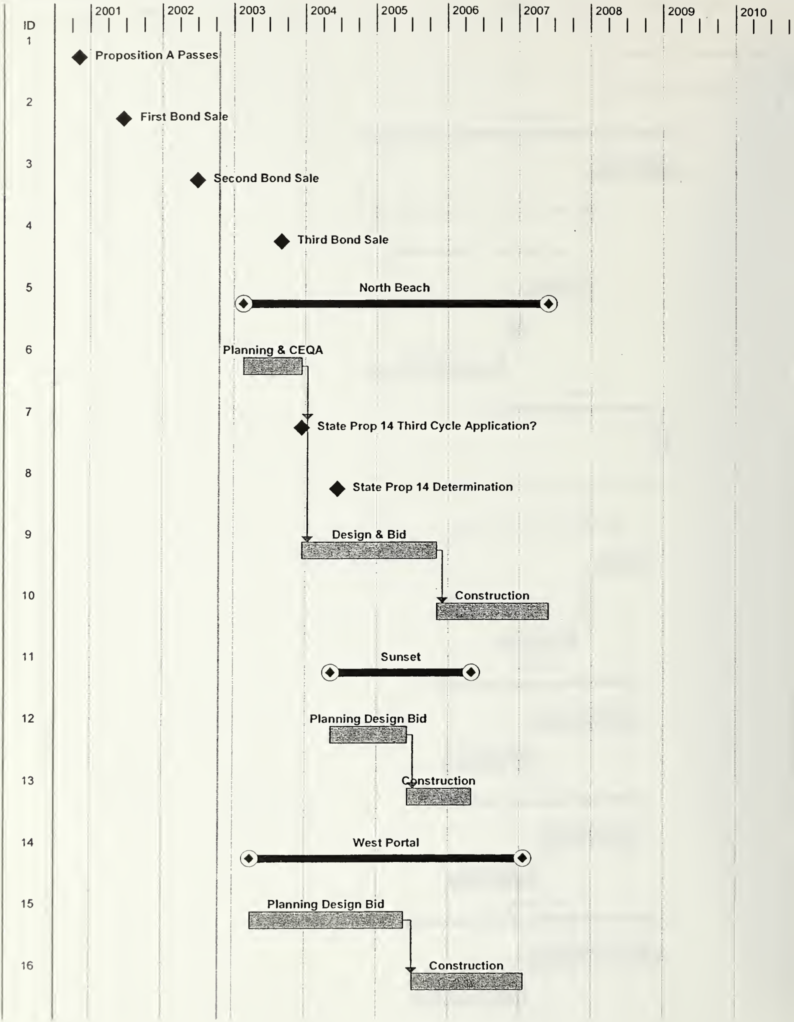
HASE 1 DETAILED SCHEDULE

06-20-02



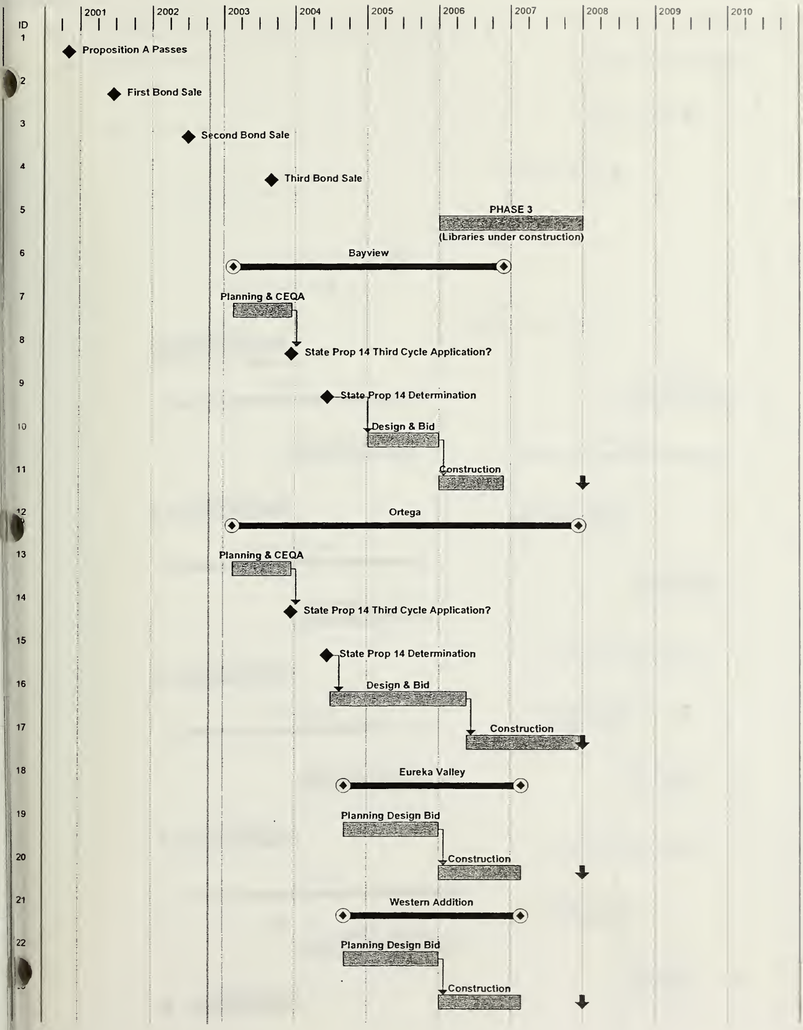
PHASE 2 DETAILED SCHEDULE

06-20-

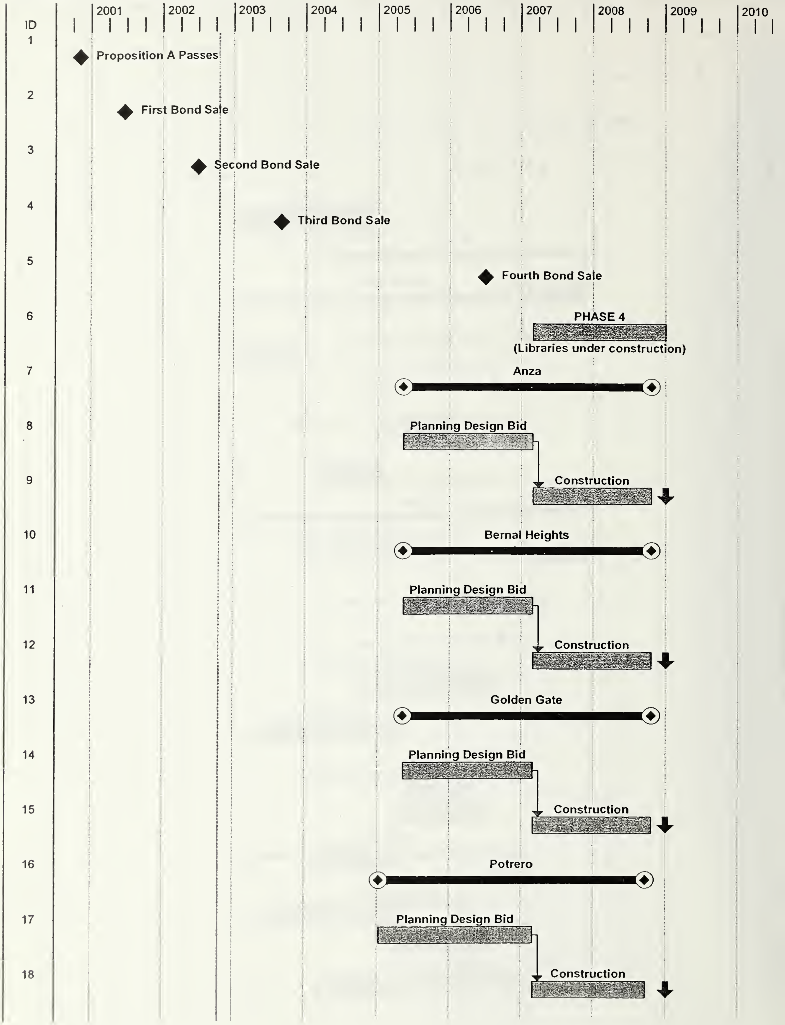


PHASE 3 DETAILED SCHEDULE

06-20-02

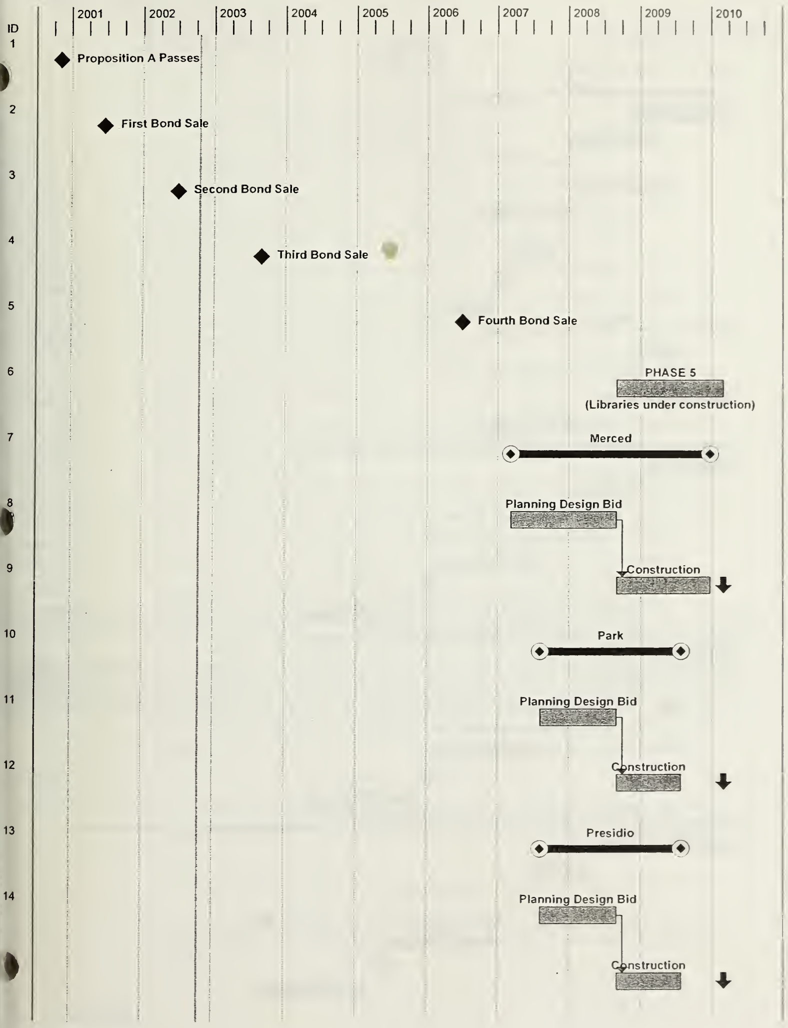


PHASE 4 DETAILED SCHEDULE



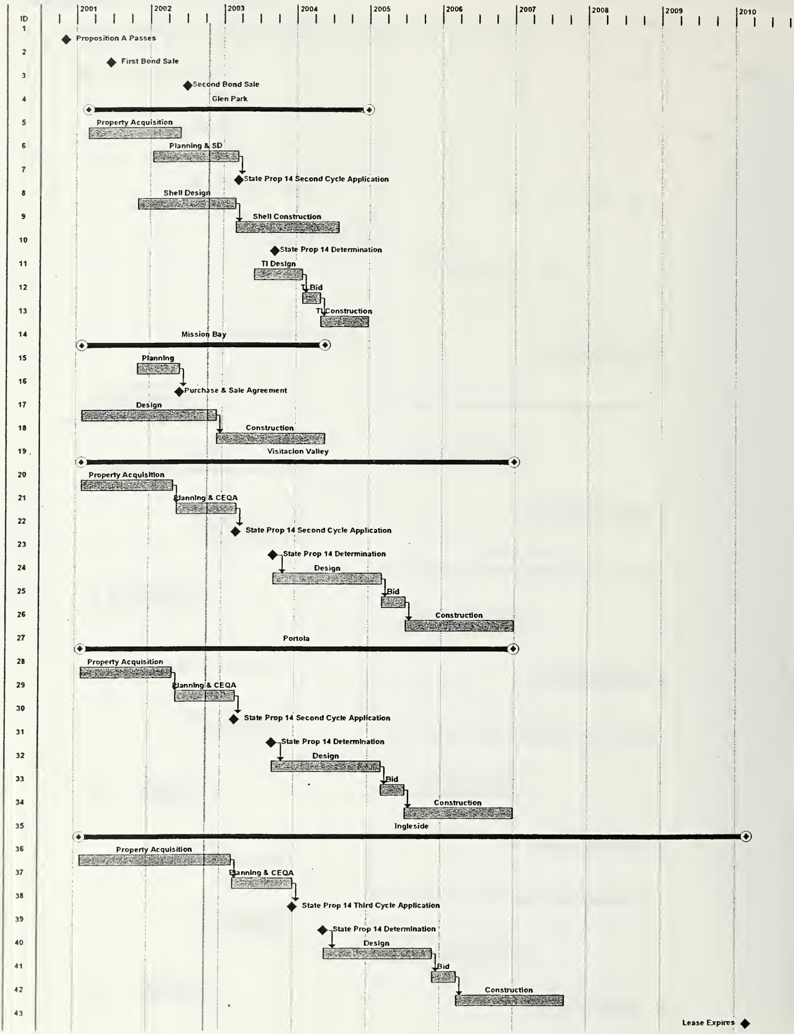
PHASE 5 DETAILED SCHEDULE

06-20-02



NEW CONSTRUCTION DETAILED SCHEDULE

06-20-



DRAFT

DOCUMENTS DEPT.
NOV 26 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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Villie L. Brown, Jr.
Aayor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

lelen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
eborah Strobin
missioners

usan Hildreth
ity Librarian

lichael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Wednesday, November 6, 2002.

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 6, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Coulter, Streets, and Strobin. President Higueras joined the meeting at 4:06PM. Commissioner Chin was reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Ms. Sue Cauthen requested that critical remarks concerning the Branch Library Bond Program attributed to her in public comment offered by Mr. Peter Warfield be stricken as they did not reflect her views and could become an embarrassment to her. Mr. Peter Warfield commented that public comments offered should be reported in summary even if others may not like or agree with the comments.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Responding to a question by Commissioner Coulter, Deputy City Attorney Catharine Barnes reported that the audio and video recordings were the most accurate record of a meeting, that the Commission's Minutes were reported in more detail than is required, and that the purpose of the Minutes was to serve the Library Commission as its record of actions taken. Ms. Barnes pointed out that the law suggests that members of the public should have wide latitude in offering public comments

MOTION: Commissioner Higueras, seconded by Commissioner Bautista that the Minutes be approved as amended with elimination of the remarks cited by Ms. Cauthen.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM # CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth introduced Ms. Karen Strauss of the Art & Music Department to make a presentation of the Library's Dorothy Starr Sheet Music collection. Ms. Strauss gave a detailed report concerning the background and activities to date with this special collection. (report attached).

The City Librarian next informed the Commissioners concerning the decision to discontinue 2nd notices on overdue materials and explained the $20,000 annual cost saving recouped by this measure as well as information regarding the negligible effect 2nd notices seemed to have in getting users to return overdue items.

The City Librarian then brought the Commissioners up to date with ongoing negotiations concerning the replacement of the Library's ILS (Integrated Library Systems) system. Ms. Hildreth next outlined a proposed new effort and outlined a January to June 2003 schedule of steps to develop a strategic plan for the Library. The City Librarian requested that two Commissioners agree to serve on the committee charged with developing the plan. Ms. Hildreth informed the commissioners the California Library Association (CLA) would hold its Annual Meeting in Sacramento during November 15 through 18, 2002. The City Librarian then reported that the West Portal Branch should reopen in early December but that the Golden Gate Valley Branch would remain closed until mid-January 2003.

Ms. Hildreth then gave a report on exhibits and programs at the Library including the Annual Hand Bookbinders Exhibit, a Path to Home Ownership program, the 14th Annual African American "Unsung Heroes" program, and called attention to the observance of Children's Book Week during the week of November 23rd.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the update on strategic planning, suggesting that a committee that included Commissioners was proposed without any formal process and that the Commissioners should take responsibility for their strategic plan. This person recommended that the Commission undertake an open and responsible process for creating a strategic plan. Ms. Deborah Doyle, Friends & Foundation, commended the effort to make the musical scores in the Library's Dorothy Starr Collection available, hailing it as a gem of the Library's special collections. Ms. Doyle lauded the helpful work of the Library's Art & Music staff in making these materials available. Mr. Peter Warfield found it good to hear about items in the Library's collections and suggested that more information about such collections be made available to members of the public. Mr. Warfield additionally called for the Commission to control and direct a public process to create the Library's Strategic Plan, noting that the Commission had

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

not approved the previous proposed draft Strategic Plan. Mr. Warfield also expressed concern with the elimination of 2nd notices for overdue materials calling for further study.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Vice President Steiman, the City Librarian discussed why the digitization of the Starr Collection was discontinued, noting there were now many online sites where music in the public domain was available. In response to other questions by Vice President Steiman, Ms. Hildreth explained in additional detail the data that led to eliminating 2nd notices on overdue materials.

Commissioner Streets' suggested that a more familiar strategic planning model incorporating traditional corporate planning models be considered, that strategic plan concepts be tied to budget proposals, and that the information gathered in the previous planning process be used to shape the current proposal. Commissioner Streets also suggested that resource allocation flow from agreement on goals for the Library. Ms. Hildreth then outlined in detail each step she proposed to produce a strategic plan for the Commission's consideration in June 2003. Commissioner Bautista requested information concerning the previous strategic planning effort. Commissioner Bautista also recommended a cooperative effort with university libraries to share information on special collections and suggested that a student internship might provide additional staff support to catalog the remainder of the Starr Collection. Commissioner Bautista also inquired regarding the appraised value of the Starr Collection. President Higueras suggested that a further discussion of these issues be put on an upcoming meeting agenda. President Higueras thanked the Art & Music Department staff for their outstanding efforts to make the Dorothy Starr Sheet Music Collection available.

AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

(Explanatory documents: lease documents)

Mr. Charlie Dunn, Real Estate Division, Department of Administrative Services and Mr. Martín Gómez Executive Director of the Friends & Foundation provided the Commissioners with an overview of the financial aspects and related details of the proposed lease for the Friends & Foundation's use of office space on the 6th floor and a book store adjacent to the Grove Street entrance of the Main Library. The City Librarian noted that the Friends & Foundation was actively looking for a new office location and would be leaving its office space in the Main Library by the end of the proposed lease. The City Librarian then outlined the background of this proposal and the likely process for approval of these leases by the Board of Supervisors should the Library Commissioners agree. Mr. Dunn reported that the Library would receive fair market value for the leased spaces and confirmed that the agreements fully protected the City.

Public comment on AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

An anonymous member of the public commented that the leases were a free transaction and noted that the Chair of the Finance Committee of the Board of Supervisors had sent back a Commission approved MOU with the Friends & Foundation more than 2 years ago suggesting that the Library Commission's failure to act on this irresponsible. This person suggested that the Main Library was too crowded to agree to the lease of space. Mr. Peter Warfield remarked that he had not had time to study the issues, as information on the leases had not been included in the mailed out agenda packet. Mr. Warfield expressed concern that the Friends & Foundation office would not be leaving until 2004 observing that the POE (Post Occupancy Evaluation) Report on the Main Library recommended that they go. Mr. Warfield also disagreed with the lease of space for the bookstore suggesting that instead the area inside the Grove Street entry be used to exhibit materials from the Library's collections.

Commission comment on AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

MOTION: Vice President Steiman, seconded by Commissioner Bautista approving and recommending Board of Supervisors approval of the proposed leases with the Friends & Foundation for office and book store space in the Main Library as proposed.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

(This item is a continuation of the 2003/04 Budget Workshop begun at the October 1, 2002 meeting)
(Explanatory document: 2003/03 Budget Planning report)

Library Finance Director George Nichols presented a detailed overview of the Library's 2003/04 Budget (copy attached) prospects calling particular attention to the potential problems that could result resulting from continuing national economic difficulties.

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

An anonymous member of the public termed the report a smokescreen to redefine what the Library's baseline programs were, calling attention to inclusion of Project Read and the Tool Lending Center. This person also commented on the request to the Board of Supervisors to authorize two additional positions. Ms. Sue Cauthen expressed concern with the possible impact of the poor economy and noted that the staff was the heart of the library and that the mandates of Prop. E (Library Preservation Fund 1994) should be maintained. Mr. Peter Warfield agreed in part expressing his view that books and staffing were the heart of the library and that books must be the last thing cut. Mr. Warfield expressed his belief that the mandate of Prop. E was not being carried out, noting increases in the Library's overall budget without what he felt was an equal increase in the book budget.

Commission comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

Vice President Steiman pointed out that staffing equals hours of service. President Higueras found the news sobering and noted that the Commission was committed to finding a balanced way to comprehensively address any budget shortfall the Library might have to address. President Higueras suggested that some pain should be shared by all element s of the system so as to spare severe cuts to any one part. He further suggested that any reduction in the book budget should be far down on the list of cuts to be considered. Vice President Steiman urged carefully reviewing essential services. Commissioner Streets noted that the review of what constituted baseline services should be done with a view that difficult economic conditions might continue. **Commissioner Streets requested that the Commissioner receive upcoming budget reports in sufficient time to study them prior to addressing them at a meeting.** In response to a question by Commissioner Bautista, Mr. Nichols observed that this year's budget review process would be more focused on creating a secure baseline with a more sober view of long-term economic prospects. The Library's Finance Director promised to provide a critical review of all programs and services to present the Commissioners with the best array of options available.

AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

(Explanatory document, draft 2003 Commission Meeting schedule)

The Commission Secretary briefly described a proposed schedule for the library commission's regular meeting during 2003. He noted that the proposed schedule largely maintained the Commission's current first Tuesday and third Thursday of each month regular meeting date and 4PM as the usual beginning time.

Public comment on AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

An anonymous member of the public expressed the view that there was no longer any reason for the earlier start time for Commission meetings and expressed a preference for a 5:30PM beginning time. Mr. Peter Warfield remarked that a later beginning time would allow more working people as well as library staff to attend commission meetings and urged the Commission to revert to a 5:30PM starting time for its meetings.

Commission comment AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

MOTION: Commissioner Coulter, seconded by Vice President Steiman for approval of the proposed schedule of Commission meetings for 2003.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

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AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, brought the Commissioners up to date on recent activities highlighting an appearance by Sally Gardener Reed, President of the Friends of Libraries USA (FOLUSA); and calling attention to upcoming lectures as well as the April 4, 2003 Library Laureates Dinner. Ms. Deborah Doyle, President of the Friends & Foundation then presented reward checks to Library staff members Jim Mason and Nancy Silverrod, who had played key roles in the apprehension and conviction of a book slasher. Ms. Silverrod noted that the successful identification and conviction of the book slasher was a collaborative effort of many library staff members and donated her portion of the reward back to the Friends & Foundation to be used to purchase replacements for the damaged books.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered.

Commission comment on AGENDA ITEM#6 FRIENDS & FOUNDATION REPORT

President Higueras commended the staff for their successful efforts to stop further violence against the Library's books.

AGENDA ITEM #7 LABOR UNION REPORT

None offered.

AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public expressed astonishment that the Commission had approved the Friends & Foundation leases instead of the MOU and suggested that there had been greater public attendance when Commission meetings began later in the day. This person then discussed their belief regarding how the influence of Martin Paley's views on managing gifts had led the Library Commission to disregard its terms and spend Fuhrman Bequest funds on other purposes. A 2nd anonymous member of the public urged the Commissioners to take action to discourage cell phone use in libraries finding it a significant disturbance to other users use and enjoyment of the library. This person noted that such a policy was in place at the Mechanic's Library and had been very beneficial to those using it.

AGENDA ITEM #10 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Bautista that the meeting be adjourned.

Public comment on AGENDA ITEM #10 ADJOURNMENT

None offered.

Commission comment on AGENDA ITEM #10 ADJOURNMENT

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:10PM.

Michael Housh, Commission Secretary 11/14/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Number of members of the public who spoke anonymously at this meeting: 2

Minutes of the regular Commission Meeting of November 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

To: Library Commission cc: Susan Hildreth, City Librarian
Fr: Karen Strauss, Manager, Fourth Floor
Dt: November 6, 2002
Re: Presentation to the Commission on the *Dorothy Starr Sheet Music Collection*

Dorothy Starr operated a local used sheet music store -- The Music Stand -- until her death in 1990. Soon after, the Friends of the Library acquired for $20,000 the remaining inventory of possibly as many as 500,000 pieces of published music, becoming in time the Library's *Dorothy Starr Sheet Music Collection.*

The sheet music -- much of it in very poor condition and in disarray -- was initially housed in the former Public Health Hospital in the Presidio. In 1992, the Library moved the sheet music to its facility at 45 Hyde Street, where staff began to sort and become familiar with it. Enough progress was made by 1993 so that the popular songs contained in the collection -- of which we believe there are tens of thousands -- could be minimally cataloged into a staff-accessible database within the Library's catalog.

Today, that database includes nearly 18,000 records of popular song titles, thanks to many years (and more than 2,500 volunteer hours) of efforts by staff and five volunteers (no additional staffing was provided by this gift). Currently, four dedicated volunteers work 18 hours each week to enter data and place the songs in acid-free preservation folders. Since 1997, the Catalog Department has processed several hundred items; because of their delicate condition, many of those have also been treated by the Preservation Department. These titles are in the catalog and the music itself is stamped with Dorothy Starr's *Music Stand* insignia.

Cataloging popular music is our priority, although popular songs comprise only 10% or so of Dorothy Starr's stock. The remainder of the Collection has been arranged by Library staff, is stored in Brooks Hall in more than 200 acid-free preservation boxes and is processed as appropriate. Some of this music serves to replace missing scores from our collection and librarians at the Art, Music and Recreation Center reference desk regularly utilize the contents of the Dorothy Starr Collection to fill patron requests.

The Library has sought little publicity specifically about the *Dorothy Starr Sheet Music Collection*, choosing instead to focus on integrating it into our larger, outstanding music collection, believed to be among the better public library collections in the country. And, since so much of the Starr collection is in fragile condition, we always look to our extensive existing resources first and then to the Starr collection to meet a patron's musical needs. We never hesitate to make this music available.

Database entry will continue until all the songs are entered, estimated to take at least another five years at our current rate. After that, we might decide to move on to cataloging other segments of the Collection. Highlights from the *Dorothy Starr Sheet Music Collection* were displayed in the "New Main / New Millennium" exhibit in the Jewett Gallery in 1996. And, in the near future, the Art, Music and Recreation Department will feature music from the Collection in an exhibit in the Steve Silver Beach Blanket Babylon Music Center honoring Dorothy Starr.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Friends & Foundation Leases

Date: October 29, 2002

Attached for your endorsement are two leases between the San Francisco Public Library and the Friends & Foundation of the San Francisco Public Library. These leases are for spaces that are currently occupied by the Friends & Foundation in the Main Library.

- Bookstore space – Approximately 387 square feet at the Grove St. entrance where Friends & Foundation operate a used bookstore. Valued at $24/square foot, when Friends & Foundation contribute a minimum of $300,000 per year to SFPL, cost of space will be $1/year. Five-year term, with three options to renew (total possible term = 20 years).
- Office space – Approximately 2,686 square feet on the 6th floor providing office space for Friends & Foundation. Valued at $23/square foot, $61,778 annual rent which will be deposited in the City's General Fund. Expires on June 30, 2004, with no option to renew.

These leases were drafted by Charlie Dunn, City Real Estate Division, and are based on current rental rates in the Civic Center. At their Board meeting of November 8, 2002, the Friends & Foundation Board of Directors approved the parameters of the leases and authorized their Executive Director Martín Gómez to finalize the leases on their behalf. Included here is Basic Lease Information for each lease. Copies of the complete leases are available for review in the Commission Secretary's Office.

The Library Commission initially approved a memorandum of understanding (MOU) with the Friends & Foundation in early 2000. This document was introduced to the Board of Supervisors for consideration and was heard by the Finance Committee in August 2000. The Finance Committee returned the MOU to the Library Commission for further consideration. The Commission approved a revised MOU with the Friends & Foundation in January 2001. This document was not forwarded to the Board of Supervisors for their consideration.

One of the first priorities for Mr. Gómez upon his arrival this spring was a review of the revised MOU. Mr. Gómez and I have reviewed the MOU thoroughly and have determined that the lease of spaces in the Main Library is the key outstanding issue from the revised MOU. Other areas of concern that have been addressed by the Library and the Friends & Foundation include:

- Friends & Foundation are actively seeking new office space and anticipate moving from the Main Library on or before June 30, 2004.

- Friends & Foundation do not wish to utilize library patron lists for solicitation.

- Friends & Foundation are providing funds for library staff to perform functions related to affinity centers and other library activities; Friends & Foundation staff are not performing these tasks.

- Library no longer is requesting blanket gift acceptance up to $25,000 for Friends & Foundation gifts.

If the Library Commission endorses these leases for Board of Supervisors' approval, the leases will be introduced at the Board of Supervisors, assigned to a Board Committee for review, and hopefully forwarded to the full Board for approval as soon as possible.

LEASE

THIS LEASE (this "Lease"), dated for reference purposes only as of October 29, 2002, is between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City" or "Landlord"), and FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a 501(c)3 non-profit agency ("Tenant" or "FFOL").

City and Tenant hereby covenant and agree as follows:

1. BASIC LEASE INFORMATION

The following is a summary of basic lease information (the "Basic Lease Information"). Each item below shall be deemed to incorporate all of the terms in this Lease pertaining to such item. In the event of any conflict between the information in this Section and any more specific provision of this Lease, the more specific provision shall control.

Lease Reference Date:	October 29, 2002
Landlord:	CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation
Tenant:	FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY
Building (Section 2.1):	The San Francisco Main Public Library 100 Larkin Street San Francisco, California
Premises (Section 2.1):	Non demised space on the ground floor at the Grove Street entrance to the Building, as shown on the floor plan attached as Exhibit A.
Rentable Area of Premises (Section 2.1):	Approximately 387 square feet
Term (Section 3.1):	Estimated commencement date: November 1, 2002 Expiration Date: October 31, 2007 Subject to Tenants Options to Extend the Term (Section 26.3) and City's Option to Terminate (Section 26.2)

Base Rent (Section 4.1):	Annual Base Rent: $9,288 ($ 24.00 per sq. ft.) Monthly payments: $774 ($ 2.00 per sq. ft.)
Abatement of Base Rent: (Section 4.2)	In the event FFOL donates an amount in excess of $300,000 to the San Francisco Public Library during the previous calendar year, Base Rent shall be abated and Tenant shall pay a new Base Rent of $1.00 per year, payable in advance.
Use (Section 5.1):	Operation of Bookstore and other fundraising and community programs for the San Francisco Public Libraries by a 501(c)- 3 non profit entity.
Tenant Improvements (Section 6.1):	None, FFOL accepts the Premises in their "As is" condition.
Utilities and Services (Section 10.1):	Provided by City.
Security Deposit (Section 23):	None
Notice Address of City (Section 27.1):	Real Estate Department 25 Van Ness Avenue, Suite 400 San Francisco, California 94102 Attn: Director of Property Fax No.: (415) 552-9216
with a copy to:	San Francisco Public Library 100 Larkin Street San Francisco, California 94102 Attn.: City Librarian Fax No. (415) 557-4239
and to:	Office of the City Attorney City Hall, Room 234 1 Dr. Carlton B. Goodlett Place San Francisco, California 94102-4682 Attn: Amy Brown Deputy City Attorney

	Fax No.: (415) 554-4755
Key Contact for City:	Susan Hildreth
Telephone No.:	557-4232
Property Management Contact for City:	Richard Walsh Director of Operations and Maintenance
Telephone No.:	415-557-4241, phone 415-437-4848, fax
Address for Tenant (Section 27.1):	Friends & Foundation of the San Francisco Public Library 100 Larkin Street San Francisco, CA 94102 Attn.: Martin Gomez, Executive Director Fax No.: 415-437-4855, fax
Key Contact for Tenant:	Martin Gomez, Executive Director
Telephone No.:	415-557-4257, phone 415-437-4855, fax
Alternate Contact for Tenant:	Denise Donovan Chief Administrative Officer
Telephone No.:	557-4262
Brokers (Section 27.8):	None
Other Noteworthy Provisions:	
Tenant's Option to Extend: (Section 26.2)	FFOL shall have three (3) options to extend term for a period of 5 years, each, by giving City 180 days prior written notice

2. PREMISES; AS IS CONDITION

2.1.Lease Premises

Subject to the provisions of this Lease including but not limited to Section 10.2 (Building Hours of Operation and Security), City leases to Tenant and Tenant leases from City those premises in the building identified in the Basic Lease Information (the "Building") and shown on

OFFICE LEASE

THIS OFFICE LEASE (this "Lease"), dated for reference purposes only as of October 25, 2002, is between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City" or "Landlord"), and FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a 501(c)3 non-profit entity ("Tenant" or "FFOL").

City and Tenant hereby covenant and agree as follows:

1. BASIC LEASE INFORMATION

The following is a summary of basic lease information (the "Basic Lease Information"). Each item below shall be deemed to incorporate all of the terms in this Lease pertaining to such item. In the event of any conflict between the information in this Section and any more specific provision of this Lease, the more specific provision shall control.

Lease Reference Date:	October 25, 2002
Landlord:	CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation
Tenant:	FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY (and permitted successors and assigns)
Building (Section 2.1):	The San Francisco Main Public Library 100 Larkin Street San Francisco, California
Premises (Section 2.1):	Space on the 6th floor of the Building, Designated as Suite 651, and located on the floor plan attached as Exhibit A.
Rentable Area of Premises (Section 2.1):	Approximately 2,686 square feet
Term (Section 3.1):	Estimated commencement date: December 1, 2002 Expiration Date: June 30, 2004 Subject to Tenants Options to Terminate (Section 26.1)

Base Rent (Section 4.1):	Annual Base Rent: $ 61,778.00 ($ 23.00 per sq. ft.) Monthly payments: $ 5,148.17 ($ 1.92 per sq. ft.)
Use (Section 5.1):	Administrative offices only for fundraising and community programs benefiting the San Francisco Public Libraries by a 501(c)- 3 non profit entity.
Tenant Improvements (Section 6.1):	None, FFOL accepts the Premises in their "As is" condition.
Utilities and Services (Section 10.1):	Provided by City.
Security Deposit (Section 23):	None
Notice Address of City (Section 27.1):	Real Estate Department 25 Van Ness Avenue, Suite 400 San Francisco, California 94102 Attn: Director of Property Fax No.: (415) 552-9216
with a copy to:	San Francisco Public Library 100 Larkin Street San Francisco, California 94102 Attn.: City Librarian Fax No. (415) 557-4239
and to:	Office of the City Attorney City Hall, Room 234 1 Dr. Carlton B. Goodlett Place San Francisco, California 94102-4682 Attn: Amy Brown Deputy City Attorney Fax No.: (415) 554-4755

Key Contact for City:	Susan Hildreth
Telephone No.:	557-4232
Property Management Contact for City:	Richard Walsh Director of Operations and Maintenance
Telephone No.:	415-557-4241, phone 415-437-4848, fax
Address for Tenant (Section 27.1):	Friends & Foundation of the San Francisco Public Library 100 Larkin Street San Francisco, CA 94102 Attn.: Martin Gomez, Executive Director Fax No.: 415-437-4855, fax
Key Contact for Tenant:	Martin Gomez, Executive Director
Telephone No.:	415-557-4257, phone 415-437-4855, fax
Alternate Contact for Tenant:	Denise Donovan Chief Administrative Officer
Telephone No.:	415-557-4262
Brokers (Section 27.8):	None

2. PREMISES; AS IS CONDITION

2.1.Lease Premises

Subject to the provisions of this Lease including but not limited to Section 10.2 (Building Hours of Operation and Security), City leases to Tenant and Tenant leases from City those premises in the building identified in the Basic Lease Information (the "Building") and shown on the floor plan(s) attached hereto as Exhibit A (the "Premises"). The Premises are located on the floor(s) of the Building specified in the Basic Lease Information. The rentable area of the Premises specified in the Basic Lease Information shall be conclusive for all purposes hereof. The Building, land upon which the Building is located and all other improvements on and appurtenances to such land are referred to collectively as the "Property." Tenant shall have the non-exclusive right to use, together with other users of and tenants in the Building, the lobbies, corridors, elevators, stairways and other public areas of the Building and the Property

Resolution Approving Office Lease and Bookstore Lease with Friends and Foundation of the San Francisco Public Library

WHEREAS, the City's Main Library building ("the Building") is in the Civic Center. The San Francisco Public Library Commission (the "Library Commission") has jurisdiction over the Building and is responsible for its operation. The Building consists of a total of approximately 387,000 square feet and includes, among other facilities, space for administrative offices and a bookstore; and

WHEREAS, The Friends and Foundation of the San Francisco Public Library (the "Friends and Foundation") is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library"), whereby the Library may continue to develop into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over Library matters for the continued betterment of the Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community; and

WHEREAS, the Friends and Foundation provides supplemental funding to the Library, to enhance Library services, programs, materials and capital projects, which funding is not intended to replace funding the City traditionally provides to the Library. The Friends and Foundation is willing to continue to provide such supplemental funding in an amount in excess of $300,000 per calendar year; and

WHEREAS, the Friends and Foundation occupies approximately 2,686 square feet in the Building as administrative offices for fundraising and community programs benefiting the Library and approximately 387 square feet for operation of a bookstore and other fundraising and community programs pursuant to an MOU between the City and County of San Francisco and the Friends of the San Francisco Public Library dated February 23, 1996, and an MOU between the City and County of San Francisco and the Library Foundation of San Francisco dated May 2, 1996, the predecessor organizations to the Friends and Foundation; and

WHEREAS, at its February 1, 2000 meeting, the Library Commission endorsed and recommended approval of a proposed MOU with the Friends and Foundation that approved their continued occupancy of the administrative office space and bookstore space, but the MOU was not forwarded to the Board of Supervisors for action; and

WHEREAS, the Department of Real Estate, on behalf of the Library Commission and the City, has negotiated an Office Lease and a Bookstore Lease with the Friends and Foundation for their continued occupancy of the administrative office space and bookstore space (together referred to as the "Leases"), as more particularly described in the Office Lease and the Bookstore Lease, drafts of which are on file with the Library Commission and summaries of which are attached hereto as Exhibit 1 and Exhibit 2; and

WHEREAS, the Library Commission finds that entering into the Leases furthers the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purpose of the Library, and (ii) facilitating the Friends and Foundation's efforts to raise private funds to augment City funding for Library department projects; now, therefore, be it

RESOLVED, that the Library Commission endorses the Office Lease and the Bookstore Lease on the terms and conditions set forth in the Leases, subject to approval of the Leases by the Board of Supervisors; and be it

FURTHER RESOLVED, that the Library Commission urges the Board of Supervisors to approve the Leases; and be it

FURTHER RESOLVED, that, should the Board of Supervisors approve the Leases, or either of them, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary or advisable to complete the lease agreements, or either of them, to effect the purpose and intent of this Resolution.

Resolution Approving Office Lease and Bookstore Lease with Friends and Foundation of the San Francisco Public Library

WHEREAS, the City's Main Library building ("the Building") is in the Civic Center. The San Francisco Public Library Commission (the "Library Commission") has jurisdiction over the Building and is responsible for its operation. The Building consists of a total of approximately 387,000 square feet and includes, among other facilities, space for administrative offices and a bookstore; and

WHEREAS, The Friends and Foundation of the San Francisco Public Library (the "Friends and Foundation") is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library"), whereby the Library may continue to develop into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over Library matters for the continued betterment of the Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community; and

WHEREAS, the Friends and Foundation provides supplemental funding to the Library, to enhance Library services, programs, materials and capital projects, which funding is not intended to replace funding the City traditionally provides to the Library. The Friends and Foundation is willing to continue to provide such supplemental funding in an amount in excess of $300,000 per calendar year; and

WHEREAS, the Friends and Foundation occupies approximately 2,686 square feet in the Building as administrative offices for fundraising and community programs benefiting the Library and approximately 387 square feet for operation of a bookstore and other fundraising and community programs pursuant to an MOU between the City and County of San Francisco and the Friends of the San Francisco Public Library dated February 23, 1996, and an MOU between the City and County of San Francisco and the Library Foundation of San Francisco dated May 2, 1996, the predecessor organizations to the Friends and Foundation; and

WHEREAS, at its February 1, 2000 meeting, the Library Commission endorsed and recommended approval of a proposed MOU with the Friends and Foundation that approved their continued occupancy of the administrative office space and bookstore space, but the MOU was not forwarded to the Board of Supervisors for action; and

WHEREAS, the Department of Real Estate, on behalf of the Library Commission and the City, has negotiated an Office Lease and a Bookstore Lease with the Friends and Foundation for their continued occupancy of the administrative office space and bookstore space (together referred to as the "Leases"), as more particularly described in the Office Lease and the Bookstore Lease, drafts of which are on file with the Library Commission and summaries of which are attached hereto as Exhibit 1 and Exhibit 2; and

WHEREAS, the Library Commission finds that entering into the Leases furthers the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purpose of the Library, and (ii) facilitating the Friends and Foundation's efforts to raise private funds to augment City funding for Library department projects; now, therefore, be it

RESOLVED, that the Library Commission endorses the Office Lease and the Bookstore Lease on the terms and conditions set forth in the Leases, subject to approval of the Leases by the Board of Supervisors; and be it

FURTHER RESOLVED, that the Library Commission urges the Board of Supervisors to approve the Leases; and be it

FURTHER RESOLVED, that, should the Board of Supervisors approve the Leases, or either of them, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary or advisable to complete the lease agreements, or either of them, to effect the purpose and intent of this Resolution.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT 2003 MEETING SCHEDULE

FIRST TUESDAY OF THE MONTH, 4:00 PM

JANUARY 7TH, FEBRUARY 4TH, MARCH 1ST, APRIL 1ST, MAY 6TH, JUNE 3RD, JULY 1ST, AUGUST 5TH, SEPTEMBER 2ND, OCTOBER 7TH, AND DECEMBER 2ND, 2003.

THIRD TUESDAY OF THE MONTH, 4:00 PM

MAY 20TH, 2003

FIRST WEDNESDAY OF THE MONTH, 4:00 PM

*NOVEMBER 5TH, 2003.

THIRD THURSDAY OF THE MONTH 4:00PM

JANUARY 16TH, FEBRUARY 20TH, MARCH 17TH, APRIL 17TH, JUNE 19TH, JULY 17TH, AUGUST 21ST, SEPTEMBER 18TH, OCTOBER 16TH, NOVEMBER 20TH, AND DECEMBER 18TH, 2003.

*THE MEETING IN NOVEMBER WILL BE HELD ON THE 1ST WEDNESDAY DUE TO MUNICIPAL ELECTION DAY BEING HELD ON THE 1ST TUESDAY.

MHOUSH, COMMISSION SECRETARY
10/21/02

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

October 23, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian
Paul Underwood, Deputy City Librarian

FR: George Nichols, Finance Director

RE: 2003-04 BUDGET PLANNING REPORT

The Mayor's budget instructions for 2003-04 and the Controller's updated revenue forecast will not be available until at least mid-November. Although we haven't yet received this information, we still expect to submit our proposed budget to the Controller earlier than in the past. This means that the Commission will most likely have to approve the Library's proposed 2003-04 budget during its regular meeting in January. To meet expected timeframes, we will follow the planning process described on Attachment A.

To help set a context for the difficult budget decisions that lay ahead, it is useful to understand where we have been and where we are now. Following is a brief summary of revenue and budget changes that occurred over the last five years.

FISCAL YEARS 1998-99 TO 2001-02

As a result of a booming economy, the Library over the past several years experienced steady growth in revenue allocable to it under Proposition E. This growth allowed the Library to maintain as well as expand baseline programs and services. Between 1998-99 and 2001-02, the Library's operating budget increased $10.3 million or 25.3 percent – from $40.5 million to $50.8 million. Although most of this growth funded employee salary and fringe benefit increases provided through collective bargaining, we also increased the book budget by $1.3 million or 35% – from $3.6 million to $4.9 million[1]. During this period we also added public service staff including part-time as needed Librarians and Library Pages; permanently funded staff positions in the Telephone Information Program (TIP), Exhibits Program, and Project Read funded initially through grants or gifts that expired; replaced and repaired roofs and upgraded electrical systems at branch libraries; funded an annual maintenance program for the branch library system; modernized telephone systems in the branch libraries; and improved our technology infrastructure and public access to online services and

resources throughout the system. The Library accomplished this within the annual baseline revenue received under Proposition E and through the judicious use of Library Preservation Fund reserves for one-time projects and equipment acquisitions. During this period baseline revenue allocations consistently exceeded the cost of baseline services and programs. This allowed the Library to expand baseline services while maintaining a prudent reserve in the Library Preservation Fund (LPF).

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[1] Library Preservation Fund only. Excluded Fuhrman Trust Funds and other sources.

FISCAL YEAR 2002-03

In the aftermath of the .com bust and 9/11, City revenue declined precipitously and the Library's share of General Fund allocable under Proposition E declined for the first time in over five years. In 2002-03, the Library's share of General Fund was cut 2.3 percent ($731,000) and the cost of programs for at-risk-youth funded through an allocation from the Department of Children, Youth, and Families (DCYF) was shifted to the Library saving the General fund an additional $430,000. Although General Fund allocations declined in 2002-03, property tax dollars allocated to the Library increased significantly mitigating the loss of General Funds and the shifting of costs to the Library's base. In 2002-03, the Library's share of property tax dollars increased by 14.1 percent ($2.795 million) over the prior year budgeted level, resulting in a net increase of 4 percent or $2.1 million in budgeted revenue. This growth allowed us to cover increases in baseline costs as well as to fund other non-baseline priority needs – including an additional $250,000 for books. The Library's baseline costs in the current year are actually $493,000 less than baseline revenue. The $493,000 in baseline revenue plus $1.2 million from LPF reserves were programmed for one-time equipment purchases; technology upgrades including the purchase of a new integrated library system (ILS), replacement computers, and telephone system upgrades at branch libraries; and branch library maintenance and repair projects.

The City's current year budget assumes a modest 4.1 percent growth in discretionary General Fund sources that may not materialize and there is a real possibility that the Library's General Fund allocation will be cut. Although we have not yet been instructed to reduce spending in the current year, we are carefully monitoring our budget and considering options – including use of additional LPF reserves to backstop the loss of General Fund.

FISCAL YEAR 2003-04

Going into 2003-04, the Mayor and the Controller preliminarily estimate the City's budget shortfall at $149 million. The shortfall results from a combination of one-time fixes used to balance the City's 2002-03 budget that won't be available in 2003-04 and increases in employee compensation that are expected next year. Additionally, the economic recovery assumed in the current year budget may fall short of expectations. As a result, the Mayor's Budget Office indicates that General Fund reductions of at least 6 percent may be required next year. On a positive note, we have been advised that the Library's share of property tax dollars may again be greater than assumed in the budget. An increase in property tax dollars allocable to the Library will mitigate to some degree further erosion in General Fund support. We do not however, expect Library revenue to grow appreciably next year.

With respect to the Library's 2003-04 budget, we expect baseline costs, driven primarily by salary and wage adjustments provided through collective bargaining[2], to increase. The baseline budget[3]

represents the resources needed in 2003-04 to maintain services, programs, and staffing at their current levels. At this time, we expect baseline costs to exceed baseline revenue in 2003-04. Assuming that we do not reduce costs through service reductions or other means, we will, for the first time in several years need an allocation from the LPF reserve to support baseline programs and services. In addition, we have needs that are above and beyond the baseline that must be funded next year. Funds to support these needs would also have to come from the LPF reserve.

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[2] All bargaining unit agreements or MOUs expire on June 30, 2002 and have to be renegotiated.

[3] Current year budget minus funds budgeted for one-time cost items (e.g., equipment, technology including the ILS, capital improvement projects including branch maintenance and telephone system upgrades). Includes funds to annualize FTE costs only partially funded in the current year; anticipated salary step increases; salary, wage, and benefit increases anticipated from new collective bargaining agreements in 2003-04; COLAs for rent, maintenance and service contracts and work orders; and funds for salary savings relief.

In regard to the LPF reserve or fund balance, as of this report the fund balance available for appropriation is approximately $3.691 million. However, as the Controller has not yet closed out the prior year budget, this amount is very much in flux. For example, if prior year actual revenue is less than assumed, this can negatively affect the fund balance. Conversely, if actual revenue is greater than assumed, the fund balance will increase. Although we expect the reserve balance to increase once the Controller updates his revenue forecast for the prior and current fiscal years, we may need to use additional fund balance in the current year to cover General Fund reductions that may be imposed.

FISCAL YEAR 2004-05 AND BEYOND

If the economy recovers, Library revenue could increase to a point where we would again be able to fund baseline costs within our baseline revenue. This would require growth in the City's General Fund revenue stream, continued growth in assessed property values and sales, and institutional discipline relative to spending and budget growth. If the economy does not recover in 2003-04 and if the downturn extends into 2004-05, the Library will face serious budget problems in 2004-05. Revenue would continue to decline, baseline costs would continue to increase, and the LPF reserve would be seriously depleted.

BUDGET PLANNING ISSUES

Planning and preparing the Library's 2003-04 budget will be a challenge. Recommendations and actions on the budget are mainly the product of projections on revenue allocated to the Library under Proposition E, assumptions we make regarding future economic growth, and decisions we make about baseline services and programs. Between 1998-99 and 2001-02, the Library along with the rest of City government experienced significant growth in revenue and budget. Since then, the economy has slowed considerably, revenue has fallen short, and baseline costs have increased. For the first time in many years, the Library's estimated baseline costs in 2003-04 may exceed its baseline revenue requiring an allocation from LPF reserves – one-time funding to support ongoing costs.

Some economists don't see a turnaround until 2004-05 and predict slow growth for the foreseeable future. How will our decisions regarding the 2003-04 budget impact Library services over the long-term? Should the Library reduce baseline costs (e.g., cut services) in 2003-04 commensurate with available revenue? If so, what services do we reduce or eliminate? Should the Library anticipate economic recovery and use LPF reserves to temporarily shore-up baseline programs? What are the consequences of this strategy if the economy does not recover? These are the difficult questions that confront us as we move into a new fiscal year and an uncertain future.

REVENUE AND BUDGET MODELING

Although we do not have the Controller's revised revenue forecast, we can make assumptions based on information we do have. Attachment B describes six possible revenue scenarios regarding Library revenue and budget. As indicated on Attachment B, only under the most optimistic projection (#6) would we have enough baseline revenue to cover estimated baseline costs. Based on these revenue models, the baseline revenue gap or shortfall ranges from $335,000 (#5) to $2.350 million (#2).

Moreover, with the exception of scenario #6, the net increase in revenue is not significant and under the worse case scenarios (#2 and #3) we would see a decline in revenue from current budgeted levels.

When additional costs are added to the baseline budget for policy issues such as the second year payment of the integrated library system ($532,000) and operations of the Support Services Center ($259,000) – two items the Library must fund in 2003-04 – the funding gap ranges from a low of $192,000 (#6) to a high of $3.141 million (#2). As shown on Attachment B, funding the baseline and these two items reduces the LPF reserve to less than 3 percent under half of the projection scenarios. Adding costs for other policy issues (e.g., book budget, completion of telephone system upgrades, branch maintenance and repair program, computer replacement, etc.) will increase the funding gap between revenue and costs and increase the amount needed from the LPF reserve. Under the worse case scenarios, few if any additional costs could be added without seriously depleting reserves.

All of these scenarios assume that baseline programs and staffing will be maintained at their current level. That is, programs, services, and staffing currently funded will not be cut.

BUDGET PLANNING STRATEGY

This analysis of Library revenue and expenditures suggests that we look at our 2003-04 budget with an eye on the impact that decisions will have on future budgets, services, and programs. As stated previously, the decisions we make regarding the 2003-04 budget will directly impact what we do in FY 2004-05 and beyond. To summarize this analysis:

- Baseline revenue received under Proposition E in 2003-04 will most likely be insufficient to fund baseline programs. Maintaining baseline programs at their current level of service will require an allocation from the LPF reserve. This is using one-time money to support ongoing costs. The baseline shortfall could be as high as $2.3 million.

- Maintaining baseline programs at their current level and increasing the budget for only the second year payment of the ILS and operation and maintenance of the Support Services Center could increase the shortfall to as high as $3.1 million. In the case of the Support Services Center, this is using one-time money to fund an ongoing cost.

- Adding costs for other policy issues beyond the baseline, the ILS, and the Support Services Center will require an additional outlay from the LPF reserve.

- Using LPF reserves to close the gap, under the worse case scenarios, could deplete the reserve below the Commission's prescribed level. It is Commission policy to maintain a 3 to 5 percent reserve in the fund.

- Maintaining baseline programs at current levels and using reserve to cover costs reflects a belief that the economy will improve dramatically over the short-term and that revenue growth will "catch-up" with budget growth.

- If the economy does not improve, there could be serious impacts in 2004-05 – baseline revenue would continue to decline, baseline costs would continue to grow, and LPF reserves would be depleted. If this occurred, the Library would have to dramatically cut service and program in 2004-05 to bring the budget in-line with available revenue.

- With a shortfall of $149 million projected for the City's budget next year, the Library cannot expect General Fund support for its programs beyond the amount required by Proposition E.

Given these factors and the uncertainty that exists we need while hoping for the best, to prepare for the worse. That is, we need to prepare for the possibility of service reductions as well as the possibility of maintaining and in some cases expanding services. To do this we will:

1. Consider options for closing the gap between baseline revenue and baseline expenditures. We will review baseline programs, identify non-core or discretionary services, and look for opportunities to reduce costs by cutting service or streamlining delivery. This could lead to program cuts, FTE cuts through the elimination of vacant positions, and staff reallocation. Cuts would be implemented if necessary.

2. Consider temporary (one-year) reductions to the book budget and other operating expense items in the budget funded by the Library Preservation Fund. Reductions would be implemented if necessary.

3. Consider a one-year moratorium on facility or infrastructure improvements and equipment purchases funded by the Library Preservation Fund. Reductions would be implemented if necessary.

4. Identify and prioritize new or emerging service needs through the preparation of Budget Change Concepts (BCC). We will assess proposed enhancements to existing service or new services relative to baseline services that may be cut and the impact funding these initiatives will have on the LPF reserve and future budgets. Implement if feasible.

During the month of November, the Library's Management Team will consider these four points and prepare a set of recommendations for consideration and discussion by the Commission. Our recommendations will be presented to the Commission during its regular meeting in December. If you have questions or need additional information prior to the November 6th meeting, you can call me at (415) 557-4248.

Attachments

ATTACHMENT A
2003-04 Budget Planning Calendar

MONTH	ACTIVITY	COMMISSION ACTION
October	• Conduct budget planning workshop for the Commission – process, revenue, and baseline budget. • Develop preliminary baseline budget revenue and cost estimates. Work with Controller for updated revenue and cost data. • Put out call for Budget Change Concepts (non-baseline funding issues).	None.
November	• Report to the Commission – update on process, revenue, and baseline budget estimates. • Review baseline programs, services, staffing. Report to Commission on findings in December. • Review Budget Change Concepts (non-baseline funding issues). Report to Commission on findings in December.	None
December	• Report to the Commission – update on process, revenue, and baseline budget estimates. Report and make recommendations on baseline programs, services, staffing, and Budget Change Concepts (non-baseline funding issues).	Commission's input on staff's recommendations.
January	• Report to the Commission – update on process, revenue, and baseline and policy budget estimates. • Submit proposed budget to Controller.	Approve Budget
February	• Resolve issues with Controller and Mayor. • Controller submits budget to Mayor.	
March	• Mayor releases preliminary budget to the Board of Supervisors. • Board's Budget Committee may schedule hearings (TBD).	
April	• Board Committee hearings (TBD).	
May	• Board Committee hearings (TBD). • State issues May Revise. • Controller issues 9-month revenue report. • Departments work with Mayor and Board on budget revisions driven by updated revenue projections.	
June	• Report to Commission – budget status. • Budget Committee hearings on Department budgets. • Respond to Budget Analyst's recommendations on budget.	
July	• Board of Supervisors acts on proposed AAO and ASO. • Report to Commission – budget status.	

2003-04 REVENUE AND EXPENDITURE PROJECTIONS
(Library Preservation Fund)

	1	2	3	4	5	6
	+5% Prop Tax/-3% GF	+5% Prop Tax/-6% GF	+7% Prop Tax/-6% GF	+10% Prop Tax/-6% GF	+14% Prop Tax/-6% GF	+14% Prop Tax/-3% GF
Sources (Library Preservation Fund)						
Property Tax	$ 23,509,500	$ 23,509,500	$ 23,957,300	$ 24,629,000	$ 25,524,600	$ 25,524,600
General Fund	$ 30,200,074	$ 29,266,051	$ 29,266,051	$ 29,266,051	$ 29,266,051	$ 30,200,074
Other	$ 189,000	$ 189,000	$ 189,000	$ 189,000	$ 189,000	$ 189,000
Subtotal	$ 53,898,574	$ 52,964,551	$ 53,412,351	$ 54,084,051	$ 54,979,651	$ 55,913,674
LPF Reserve	$ -	$ -	$ -	$ -	$ -	$ -
Total Sources	**$ 53,898,574**	**$ 52,964,551**	**$ 53,412,351**	**$ 54,084,051**	**$ 54,979,651**	**$ 55,913,674**
Change from 2002-03	$ 185,477	$ (748,546)	$ (300,746)	$ 370,954	$ 1,266,554	$ 2,200,577
Expenditures						
Base Budget a/	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990
One-time Cost Adjustments b/	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)
Estimated Baseline Adjustments /c	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000
FY 2003-04 Adjusted Baseline (est.)	**$ 55,314,230**	**$ 55,314,230**	**$ 55,314,230**	**$ 55,314,230**	**$ 55,314,230**	**$ 55,314,230**
Baseline Budget Funding Gap (reserve)	**$ 1,415,656**	**$ 2,349,679**	**$ 1,901,879**	**$ 1,230,179**	**$ 334,579**	**$ (599,444)**
Policy Budget Adjustments						
Integrated Library System	$ 532,000	$ 532,000	$ 532,000	$ 532,000	$ 532,000	$ 532,000
Support Services Center	$ 259,000	$ 259,000	$ 259,000	$ 259,000	$ 259,000	$ 259,000
Branch Maintenance & Repair	$ -	$ -	$ -	$ -	$ -	$ -
Branch Telephones	$ -	$ -	$ -	$ -	$ -	$
Books	$ -	$ -	$ -	$ -	$ -	$ -
Computer Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Others	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 791,000	$ 791,000	$ 791,000	$ 791,000	$ 791,000	$ 791,000
2003-04 TOTAL EST. BUDGET	**$ 56,105,230**	**$ 56,105,230**	**$ 56,105,230**	**$ 56,105,230**	**$ 56,105,230**	**$ 56,105,230**
2003-04 Funding Gap (reserve)	**$ 2,206,656**	**$ 3,140,679**	**$ 2,692,879**	**$ 2,021,179**	**$ 1,125,579**	**$ 191,556**
LPF Reserve Balance (est. $3.691 m)	$ 1,484,344	$ 550,321	$ 998,121	$ 1,669,821	$ 2,565,421	$ 3,499,444
	2.8%	**1.0%**	**1.9%**	**3.1%**	4.7%	6.3%
3% LPF Reserve	$ 1,616,957	$ 1,588,937	$ 1,602,371	$ 1,622,522	$ 1,649,390	$ 1,677,410
Variance from 3% requirement	$ (132,613)	$ (1,038,616)	$ (604,250)	$ 47,299	$ 916,031	$ 1,822,034

b/ One-time Cost Adjustments	
Express Checkout Machines	$ (44,000)
Microform Machines	$ (59,003)
Delivery Truck	$ (35,757)
Integrated Library System	$ (600,000)
PC replacement/system upgrades	$ (526,000)
Branch Telephone Replacement Proj.	$ (280,000)
Branch Library Maintenance & Repair	$ (240,000)
Total	**$ (1,784,760)**

c/ Estimated Baseline Adjustments	
MOU Salary, Wage, Fringe Increase	$ 1,250,000
Annualized PY Positions	$ 50,000
Annualized PY MOU Increases	$ 125,000
Add-back of Retirement Adjust.	$ 200,000
Salary Step Increases	$ 50,000
Attrition Savings Adjustment	$ 225,000
Work Orders (5%)	$ 116,000
Rent Increases	$ 18,000
Contracted Services (5%)	$ 60,000
Total	$ 2,094,000

a/ Includes $520,000 for branch facility projects.

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DRAFT

DOCUMENTS DEPT.
NOV 26 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Wednesday, November 6, 2002.

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 6, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Coulter, Streets, and Strobin. President Higueras joined the meeting at 4:06PM. Commissioner Chin was reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Ms. Sue Cauthen requested that critical remarks concerning the Branch Library Bond Program attributed to her in public comment offered by Mr. Peter Warfield be stricken as they did not reflect her views and could become an embarrassment to her. Mr. Peter Warfield commented that public comments offered should be reported in summary even if others may not like or agree with the comments.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Responding to a question by Commissioner Coulter, Deputy City Attorney Catharine Barnes reported that the audio and video recordings were the most accurate record of a meeting, that the Commission's Minutes were reported in more detail than is required, and that the purpose of the Minutes was to serve the Library Commission as its record of actions taken. Ms. Barnes pointed out that the law suggests that members of the public should have wide latitude in offering public comments

MOTION: Commissioner Higueras, seconded by Commissioner Bautista that the Minutes be approved as amended with elimination of the remarks cited by Ms. Cauthen.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM # CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth introduced Ms. Karen Strauss of the Art & Music Department to make a presentation of the Library's Dorothy Starr Sheet Music collection. Ms. Strauss gave a detailed report concerning the background and activities to date with this special collection. (report attached).

The City Librarian next informed the Commissioners concerning the decision to discontinue 2nd notices on overdue materials and explained the $20,000 annual cost saving recouped by this measure as well as information regarding the negligible effect 2nd notices seemed to have in getting users to return overdue items.

The City Librarian then brought the Commissioners up to date with ongoing negotiations concerning the replacement of the Library's ILS (Integrated Library Systems) system. Ms. Hildreth next outlined a proposed new effort and outlined a January to June 2003 schedule of steps to develop a strategic plan for the Library. The City Librarian requested that two Commissioners agree to serve on the committee charged with developing the plan. Ms. Hildreth informed the commissioners the California Library Association (CLA) would hold its Annual Meeting in Sacramento during November 15 through 18, 2002. The City Librarian then reported that the West Portal Branch should reopen in early December but that the Golden Gate Valley Branch would remain closed until mid-January 2003.

Ms. Hildreth then gave a report on exhibits and programs at the Library including the Annual Hand Bookbinders Exhibit, a Path to Home Ownership program, the 14th Annual African American "Unsung Heroes" program, and called attention to the observance of Children's Book Week during the week of November 23rd.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the update on strategic planning, suggesting that a committee that included Commissioners was proposed without any formal process and that the Commissioners should take responsibility for their strategic plan. This person recommended that the Commission undertake an open and responsible process for creating a strategic plan. Ms. Deborah Doyle, Friends & Foundation, commended the effort to make the musical scores in the Library's Dorothy Starr Collection available, hailing it as a gem of the Library's special collections. Ms. Doyle lauded the helpful work of the Library's Art & Music staff in making these materials available. Mr. Peter Warfield found it good to hear about items in the Library's collections and suggested that more information about such collections be made available to members of the public. Mr. Warfield additionally called for the Commission to control and direct a public process to create the Library's Strategic Plan, noting that the Commission had

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

not approved the previous proposed draft Strategic Plan. Mr. Warfield also expressed concern with the elimination of 2nd notices for overdue materials calling for further study.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Vice President Steiman, the City Librarian discussed why the digitization of the Starr Collection was discontinued, noting there were now many online sites where music in the public domain was available. In response to other questions by Vice President Steiman, Ms. Hildreth explained in additional detail the data that led to eliminating 2nd notices on overdue materials.

Commissioner Streets' suggested that a more familiar strategic planning model incorporating traditional corporate planning models be considered, that strategic plan concepts be tied to budget proposals, and that the information gathered in the previous planning process be used to shape the current proposal. Commissioner Streets also suggested that resource allocation flow from agreement on goals for the Library. Ms. Hildreth then outlined in detail each step she proposed to produce a strategic plan for the Commission's consideration in June 2003. Commissioner Bautista requested information concerning the previous strategic planning effort. Commissioner Bautista also recommended a cooperative effort with university libraries to share information on special collections and suggested that a student internship might provide additional staff support to catalog the remainder of the Starr Collection. Commissioner Bautista also inquired regarding the appraised value of the Starr Collection. President Higueras suggested that a further discussion of these issues be put on an upcoming meeting agenda. President Higueras thanked the Art & Music Department staff for their outstanding efforts to make the Dorothy Starr Sheet Music Collection available.

AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

(Explanatory documents: lease documents)

Mr. Charlie Dunn, Real Estate Division, Department of Administrative Services and Mr. Martín Gómez Executive Director of the Friends & Foundation provided the Commissioners with an overview of the financial aspects and related details of the proposed lease for the Friends & Foundation's use of office space on the 6th floor and a book store adjacent to the Grove Street entrance of the Main Library. The City Librarian noted that the Friends & Foundation was actively looking for a new office location and would be leaving its office space in the Main Library by the end of the proposed lease. The City Librarian then outlined the background of this proposal and the likely process for approval of these leases by the Board of Supervisors should the Library Commissioners agree. Mr. Dunn reported that the Library would receive fair market value for the leased spaces and confirmed that the agreements fully protected the City.

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Public comment on AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

An anonymous member of the public commented that the leases were a free transaction and noted that the Chair of the Finance Committee of the Board of Supervisors had sent back a Commission approved MOU with the Friends & Foundation more than 2 years ago suggesting that the Library Commission's failure to act on this irresponsible. This person suggested that the Main Library was too crowded to agree to the lease of space. Mr. Peter Warfield remarked that he had not had time to study the issues, as information on the leases had not been included in the mailed out agenda packet. Mr. Warfield expressed concern that the Friends & Foundation office would not be leaving until 2004 observing that the POE (Post Occupancy Evaluation) Report on the Main Library recommended that they go. Mr. Warfield also disagreed with the lease of space for the bookstore suggesting that instead the area inside the Grove Street entry be used to exhibit materials from the Library's collections.

Commission comment on AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

MOTION: Vice President Steiman, seconded by Commissioner Bautista approving and recommending Board of Supervisors approval of the proposed leases with the Friends & Foundation for office and book store space in the Main Library as proposed.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

(This item is a continuation of the 2003/04 Budget Workshop begun at the October 1, 2002 meeting)
(Explanatory document: 2003/03 Budget Planning report)

Library Finance Director George Nichols presented a detailed overview of the Library's 2003/04 Budget (copy attached) prospects calling particular attention to the potential problems that could result resulting from continuing national economic difficulties.

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

An anonymous member of the public termed the report a smokescreen to redefine what the Library's baseline programs were, calling attention to inclusion of Project Read and the Tool Lending Center. This person also commented on the request to the Board of Supervisors to authorize two additional positions. Ms. Sue Cauthen expressed concern with the possible impact of the poor economy and noted that the staff was the heart of the library and that the mandates of Prop. E (Library Preservation Fund 1994) should be maintained. Mr. Peter Warfield agreed in part expressing his view that books and staffing were the heart of the library and that books must be the last thing cut. Mr. Warfield expressed his belief that the mandate of Prop. E was not being carried out, noting increases in the Library's overall budget without what he felt was an equal increase in the book budget.

Commission comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

Vice President Steiman pointed out that staffing equals hours of service. President Higueras found the news sobering and noted that the Commission was committed to finding a balanced way to comprehensively address any budget shortfall the Library might have to address. President Higueras suggested that some pain should be shared by all element s of the system so as to spare severe cuts to any one part. He further suggested that any reduction in the book budget should be far down on the list of cuts to be considered. Vice President Steiman urged carefully reviewing essential services. Commissioner Streets noted that the review of what constituted baseline services should be done with a view that difficult economic conditions might continue. Commissioner Streets requested that the Commissioner receive upcoming budget reports in sufficient time to study them prior to addressing them at a meeting. In response to a question by Commissioner Bautista, Mr. Nichols observed that this year's budget review process would be more focused on creating a secure baseline with a more sober view of long-term economic prospects. The Library's Finance Director promised to provide a critical review of all programs and services to present the Commissioners with the best array of options available.

AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

(Explanatory document, draft 2003 Commission Meeting schedule)

The Commission Secretary briefly described a proposed schedule for the library commission's regular meeting during 2003. He noted that the proposed schedule largely maintained the Commission's current first Tuesday and third Thursday of each month regular meeting date and 4PM as the usual beginning time.

Public comment on AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

An anonymous member of the public expressed the view that there was no longer any reason for the earlier start time for Commission meetings and expressed a preference for a 5:30PM beginning time. Mr. Peter Warfield remarked that a later beginning time would allow more working people as well as library staff to attend commission meetings and urged the Commission to revert to a 5:30PM starting time for its meetings.

Commission comment AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

MOTION: Commissioner Coulter, seconded by Vice President Steiman for approval of the proposed schedule of Commission meetings for 2003.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, brought the Commissioners up to date on recent activities highlighting an appearance by Sally Gardener Reed, President of the Friends of Libraries USA (FOLUSA); and calling attention to upcoming lectures as well as the April 4, 2003 Library Laureates Dinner. Ms. Deborah Doyle, President of the Friends & Foundation then presented reward checks to Library staff members Jim Mason and Nancy Silverrod, who had played key roles in the apprehension and conviction of a book slasher. Ms. Silverrod noted that the successful identification and conviction of the book slasher was a collaborative effort of many library staff members and donated her portion of the reward back to the Friends & Foundation to be used to purchase replacements for the damaged books.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered.

Commission comment on AGENDA ITEM#6 FRIENDS & FOUNDATION REPORT

President Higueras commended the staff for their successful efforts to stop further violence against the Library's books.

AGENDA ITEM #7 LABOR UNION REPORT

None offered.

AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public expressed astonishment that the Commission had approved the Friends & Foundation leases instead of the MOU and suggested that there had been greater public attendance when Commission meetings began later in the day. This person then discussed their belief regarding how the influence of Martin Paley's views on managing gifts had led the Library Commission to disregard its terms and spend Fuhrman Bequest funds on other purposes. A 2nd anonymous member of the public urged the Commissioners to take action to discourage cell phone use in libraries finding it a significant disturbance to other users use and enjoyment of the library. This person noted that such a policy was in place at the Mechanic's Library and had been very beneficial to those using it.

AGENDA ITEM #10 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Bautista that the meeting be adjourned.

Public comment on AGENDA ITEM #10 ADJOURNMENT

None offered.

Commission comment on AGENDA ITEM #10 ADJOURNMENT

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:10PM.

Michael Housh, Commission Secretary 11/14/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Number of members of the public who spoke anonymously at this meeting: 2

Minutes of the regular Commission Meeting of November 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

To: Library Commission cc: Susan Hildreth, City Librarian
Fr: Karen Strauss, Manager, Fourth Floor
Dt: November 6, 2002
Re: Presentation to the Commission on the *Dorothy Starr Sheet Music Collection*

Dorothy Starr operated a local used sheet music store -- The Music Stand -- until her death in 1990. Soon after, the Friends of the Library acquired for $20,000 the remaining inventory of possibly as many as 500,000 pieces of published music, becoming in time the Library's *Dorothy Starr Sheet Music Collection.*

The sheet music -- much of it in very poor condition and in disarray -- was initially housed in the former Public Health Hospital in the Presidio. In 1992, the Library moved the sheet music to its facility at 45 Hyde Street, where staff began to sort and become familiar with it. Enough progress was made by 1993 so that the popular songs contained in the collection -- of which we believe there are tens of thousands -- could be minimally cataloged into a staff-accessible database within the Library's catalog.

Today, that database includes nearly 18,000 records of popular song titles, thanks to many years (and more than 2,500 volunteer hours) of efforts by staff and five volunteers (no additional staffing was provided by this gift). Currently, four dedicated volunteers work 18 hours each week to enter data and place the songs in acid-free preservation folders. Since 1997, the Catalog Department has processed several hundred items; because of their delicate condition, many of those have also been treated by the Preservation Department. These titles are in the catalog and the music itself is stamped with Dorothy Starr's *Music Stand* insignia.

Cataloging popular music is our priority, although popular songs comprise only 10% or so of Dorothy Starr's stock. The remainder of the Collection has been arranged by Library staff, is stored in Brooks Hall in more than 200 acid-free preservation boxes and is processed as appropriate. Some of this music serves to replace missing scores from our collection and librarians at the Art, Music and Recreation Center reference desk regularly utilize the contents of the Dorothy Starr Collection to fill patron requests.

The Library has sought little publicity specifically about the *Dorothy Starr Sheet Music Collection*, choosing instead to focus on integrating it into our larger, outstanding music collection, believed to be among the better public library collections in the country. And, since so much of the Starr collection is in fragile condition, we always look to our extensive existing resources first and then to the Starr collection to meet a patron's musical needs. We never hesitate to make this music available.

Database entry will continue until all the songs are entered, estimated to take at least another five years at our current rate. After that, we might decide to move on to cataloging other segments of the Collection. Highlights from the *Dorothy Starr Sheet Music Collection* were displayed in the "New Main / New Millennium" exhibit in the Jewett Gallery in 1996. And, in the near future, the Art, Music and Recreation Department will feature music from the Collection in an exhibit in the Steve Silver Beach Blanket Babylon Music Center honoring Dorothy Starr.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Friends & Foundation Leases

Date: October 29, 2002

Attached for your endorsement are two leases between the San Francisco Public Library and the Friends & Foundation of the San Francisco Public Library. These leases are for spaces that are currently occupied by the Friends & Foundation in the Main Library.

- Bookstore space – Approximately 387 square feet at the Grove St. entrance where Friends & Foundation operate a used bookstore. Valued at $24/square foot, when Friends & Foundation contribute a minimum of $300,000 per year to SFPL, cost of space will be $1/year. Five-year term, with three options to renew (total possible term = 20 years).

- Office space – Approximately 2,686 square feet on the 6th floor providing office space for Friends & Foundation. Valued at $23/square foot, $61,778 annual rent which will be deposited in the City's General Fund. Expires on June 30, 2004, with no option to renew.

These leases were drafted by Charlie Dunn, City Real Estate Division, and are based on current rental rates in the Civic Center. At their Board meeting of November 8, 2002, the Friends & Foundation Board of Directors approved the parameters of the leases and authorized their Executive Director Martín Gómez to finalize the leases on their behalf. Included here is Basic Lease Information for each lease. Copies of the complete leases are available for review in the Commission Secretary's Office.

The Library Commission initially approved a memorandum of understanding (MOU) with the Friends & Foundation in early 2000. This document was introduced to the Board of Supervisors for consideration and was heard by the Finance Committee in August 2000. The Finance Committee returned the MOU to the Library Commission for further consideration. The Commission approved a revised MOU with the Friends & Foundation in January 2001. This document was not forwarded to the Board of Supervisors for their consideration.

One of the first priorities for Mr. Gómez upon his arrival this spring was a review of the revised MOU. Mr. Gómez and I have reviewed the MOU thoroughly and have determined that the lease of spaces in the Main Library is the key outstanding issue from the revised MOU. Other areas of concern that have been addressed by the Library and the Friends & Foundation include:

- Friends & Foundation are actively seeking new office space and anticipate moving from the Main Library on or before June 30, 2004.
- Friends & Foundation do not wish to utilize library patron lists for solicitation.
- Friends & Foundation are providing funds for library staff to perform functions related to affinity centers and other library activities; Friends & Foundation staff are not performing these tasks.
- Library no longer is requesting blanket gift acceptance up to $25,000 for Friends & Foundation gifts.

If the Library Commission endorses these leases for Board of Supervisors' approval, the leases will be introduced at the Board of Supervisors, assigned to a Board Committee for review, and hopefully forwarded to the full Board for approval as soon as possible.

LEASE

THIS LEASE (this "Lease"), dated for reference purposes only as of October 29, 2002, is between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City" or "Landlord"), and FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a 501(c)3 non-profit agency ("Tenant" or "FFOL").

City and Tenant hereby covenant and agree as follows:

1. BASIC LEASE INFORMATION

The following is a summary of basic lease information (the "Basic Lease Information"). Each item below shall be deemed to incorporate all of the terms in this Lease pertaining to such item. In the event of any conflict between the information in this Section and any more specific provision of this Lease, the more specific provision shall control.

Lease Reference Date:	October 29, 2002
Landlord:	CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation
Tenant:	FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY
Building (Section 2.1):	The San Francisco Main Public Library 100 Larkin Street San Francisco, California
Premises (Section 2.1):	Non demised space on the ground floor at the Grove Street entrance to the Building, as shown on the floor plan attached as Exhibit A.
Rentable Area of Premises (Section 2.1):	Approximately 387 square feet
Term (Section 3.1):	Estimated commencement date: November 1, 2002 Expiration Date: October 31, 2007 Subject to Tenants Options to Extend the Term (Section 26.3) and City's Option to Terminate (Section 26.2)

Base Rent (Section 4.1):	Annual Base Rent: $9,288 ($ 24.00 per sq. ft.) Monthly payments: $774 ($ 2.00 per sq. ft.)
Abatement of Base Rent: (Section 4.2)	In the event FFOL donates an amount in excess of $300,000 to the San Francisco Public Library during the previous calendar year, Base Rent shall be abated and Tenant shall pay a new Base Rent of $1.00 per year, payable in advance.
Use (Section 5.1):	Operation of Bookstore and other fundraising and community programs for the San Francisco Public Libraries by a 501(c)- 3 non profit entity.
Tenant Improvements (Section 6.1):	None, FFOL accepts the Premises in their "As is" condition.
Utilities and Services (Section 10.1):	Provided by City.
Security Deposit (Section 23):	None
Notice Address of City (Section 27.1):	Real Estate Department 25 Van Ness Avenue, Suite 400 San Francisco, California 94102 Attn: Director of Property Fax No.: (415) 552-9216
with a copy to:	San Francisco Public Library 100 Larkin Street San Francisco, California 94102 Attn.: City Librarian Fax No. (415) 557-4239
and to:	Office of the City Attorney City Hall, Room 234 1 Dr. Carlton B. Goodlett Place San Francisco, California 94102-4682 Attn: Amy Brown Deputy City Attorney

	Fax No.: (415) 554-4755
Key Contact for City:	Susan Hildreth
Telephone No.:	557-4232
Property Management Contact for City:	Richard Walsh Director of Operations and Maintenance
Telephone No.:	415-557-4241, phone 415-437-4848, fax
Address for Tenant (Section 27.1):	Friends & Foundation of the San Francisco Public Library 100 Larkin Street San Francisco, CA 94102 Attn.: Martin Gomez, Executive Director Fax No.: 415-437-4855, fax
Key Contact for Tenant:	Martin Gomez, Executive Director
Telephone No.:	415-557-4257, phone 415-437-4855, fax
Alternate Contact for Tenant:	Denise Donovan Chief Administrative Officer
Telephone No.:	557-4262
Brokers (Section 27.8):	None
Other Noteworthy Provisions:	
Tenant's Option to Extend: (Section 26.2)	FFOL shall have three (3) options to extend term for a period of 5 years, each, by giving City 180 days prior written notice

2. PREMISES; AS IS CONDITION

2.1. Lease Premises

Subject to the provisions of this Lease including but not limited to Section 10.2 (Building Hours of Operation and Security), City leases to Tenant and Tenant leases from City those premises in the building identified in the Basic Lease Information (the "Building") and shown on

OFFICE LEASE

THIS OFFICE LEASE (this "Lease"), dated for reference purposes only as of October 25, 2002, is between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City" or "Landlord"), and FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a 501(c)3 non-profit entity ("Tenant" or "FFOL").

City and Tenant hereby covenant and agree as follows:

1. BASIC LEASE INFORMATION

The following is a summary of basic lease information (the "Basic Lease Information"). Each item below shall be deemed to incorporate all of the terms in this Lease pertaining to such item. In the event of any conflict between the information in this Section and any more specific provision of this Lease, the more specific provision shall control.

Lease Reference Date:	October 25, 2002
Landlord:	CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation
Tenant:	FRIENDS & FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY (and permitted successors and assigns)
Building (Section 2.1):	The San Francisco Main Public Library 100 Larkin Street San Francisco, California
Premises (Section 2.1):	Space on the 6th floor of the Building, Designated as Suite 651, and located on the floor plan attached as Exhibit A.
Rentable Area of Premises (Section 2.1):	Approximately 2,686 square feet
Term (Section 3.1):	Estimated commencement date: December 1, 2002 Expiration Date: June 30, 2004 Subject to Tenants Options to Terminate (Section 26.1)

Base Rent (Section 4.1):	Annual Base Rent: $ 61,778.00 ($ 23.00 per sq. ft.) Monthly payments: $ 5,148.17 ($ 1.92 per sq. ft.)
Use (Section 5.1):	Administrative offices only for fundraising and community programs benefiting the San Francisco Public Libraries by a 501(c)- 3 non profit entity.
Tenant Improvements (Section 6.1):	None, FFOL accepts the Premises in their "As is" condition.
Utilities and Services (Section 10.1):	Provided by City.
Security Deposit (Section 23):	None
Notice Address of City (Section 27.1):	Real Estate Department 25 Van Ness Avenue, Suite 400 San Francisco, California 94102 Attn: Director of Property Fax No.: (415) 552-9216
with a copy to:	San Francisco Public Library 100 Larkin Street San Francisco, California 94102 Attn.: City Librarian Fax No. (415) 557-4239
and to:	Office of the City Attorney City Hall, Room 234 1 Dr. Carlton B. Goodlett Place San Francisco, California 94102-4682 Attn: Amy Brown Deputy City Attorney Fax No.: (415) 554-4755

Key Contact for City:	Susan Hildreth
Telephone No.:	557-4232
Property Management Contact for City:	Richard Walsh Director of Operations and Maintenance
Telephone No.:	415-557-4241, phone 415-437-4848, fax
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Key Contact for Tenant:	Martin Gomez, Executive Director
Telephone No.:	415-557-4257, phone 415-437-4855, fax
Alternate Contact for Tenant:	Denise Donovan Chief Administrative Officer
Telephone No.:	415-557-4262
Brokers (Section 27.8):	None

2. PREMISES; AS IS CONDITION

2.1.Lease Premises

Subject to the provisions of this Lease including but not limited to Section 10.2 (Building Hours of Operation and Security), City leases to Tenant and Tenant leases from City those premises in the building identified in the Basic Lease Information (the "Building") and shown on the floor plan(s) attached hereto as Exhibit A (the "Premises"). The Premises are located on the floor(s) of the Building specified in the Basic Lease Information. The rentable area of the Premises specified in the Basic Lease Information shall be conclusive for all purposes hereof. The Building, land upon which the Building is located and all other improvements on and appurtenances to such land are referred to collectively as the "Property." Tenant shall have the non-exclusive right to use, together with other users of and tenants in the Building, the lobbies, corridors, elevators, stairways and other public areas of the Building and the Property

Resolution Approving Office Lease and Bookstore Lease with Friends and Foundation of the San Francisco Public Library

WHEREAS, the City's Main Library building ("the Building") is in the Civic Center. The San Francisco Public Library Commission (the "Library Commission") has jurisdiction over the Building and is responsible for its operation. The Building consists of a total of approximately 387,000 square feet and includes, among other facilities, space for administrative offices and a bookstore; and

WHEREAS, The Friends and Foundation of the San Francisco Public Library (the "Friends and Foundation") is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library"), whereby the Library may continue to develop into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over Library matters for the continued betterment of the Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community; and

WHEREAS, the Friends and Foundation provides supplemental funding to the Library, to enhance Library services, programs, materials and capital projects, which funding is not intended to replace funding the City traditionally provides to the Library. The Friends and Foundation is willing to continue to provide such supplemental funding in an amount in excess of $300,000 per calendar year; and

WHEREAS, the Friends and Foundation occupies approximately 2,686 square feet in the Building as administrative offices for fundraising and community programs benefiting the Library and approximately 387 square feet for operation of a bookstore and other fundraising and community programs pursuant to an MOU between the City and County of San Francisco and the Friends of the San Francisco Public Library dated February 23, 1996, and an MOU between the City and County of San Francisco and the Library Foundation of San Francisco dated May 2, 1996, the predecessor organizations to the Friends and Foundation; and

WHEREAS, at its February 1, 2000 meeting, the Library Commission endorsed and recommended approval of a proposed MOU with the Friends and Foundation that approved their continued occupancy of the administrative office space and bookstore space, but the MOU was not forwarded to the Board of Supervisors for action; and

WHEREAS, the Department of Real Estate, on behalf of the Library Commission and the City, has negotiated an Office Lease and a Bookstore Lease with the Friends and Foundation for their continued occupancy of the administrative office space and bookstore space (together referred to as the "Leases"), as more particularly described in the Office Lease and the Bookstore Lease, drafts of which are on file with the Library Commission and summaries of which are attached hereto as Exhibit 1 and Exhibit 2; and

WHEREAS, the Library Commission finds that entering into the Leases furthers the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purpose of the Library, and (ii) facilitating the Friends and Foundation's efforts to raise private funds to augment City funding for Library department projects; now, therefore, be it

RESOLVED, that the Library Commission endorses the Office Lease and the Bookstore Lease on the terms and conditions set forth in the Leases, subject to approval of the Leases by the Board of Supervisors; and be it

FURTHER RESOLVED, that the Library Commission urges the Board of Supervisors to approve the Leases; and be it

FURTHER RESOLVED, that, should the Board of Supervisors approve the Leases, or either of them, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary or advisable to complete the lease agreements, or either of them, to effect the purpose and intent of this Resolution.

Resolution Approving Office Lease and Bookstore Lease with Friends and Foundation of the San Francisco Public Library

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WHEREAS, the Friends and Foundation provides supplemental funding to the Library, to enhance Library services, programs, materials and capital projects, which funding is not intended to replace funding the City traditionally provides to the Library. The Friends and Foundation is willing to continue to provide such supplemental funding in an amount in excess of $300,000 per calendar year; and

WHEREAS, the Friends and Foundation occupies approximately 2,686 square feet in the Building as administrative offices for fundraising and community programs benefiting the Library and approximately 387 square feet for operation of a bookstore and other fundraising and community programs pursuant to an MOU between the City and County of San Francisco and the Friends of the San Francisco Public Library dated February 23, 1996, and an MOU between the City and County of San Francisco and the Library Foundation of San Francisco dated May 2, 1996, the predecessor organizations to the Friends and Foundation; and

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WHEREAS, the Library Commission finds that entering into the Leases furthers the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purpose of the Library, and (ii) facilitating the Friends and Foundation's efforts to raise private funds to augment City funding for Library department projects; now, therefore, be it

RESOLVED, that the Library Commission endorses the Office Lease and the Bookstore Lease on the terms and conditions set forth in the Leases, subject to approval of the Leases by the Board of Supervisors; and be it

FURTHER RESOLVED, that the Library Commission urges the Board of Supervisors to approve the Leases; and be it

FURTHER RESOLVED, that, should the Board of Supervisors approve the Leases, or either of them, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary or advisable to complete the lease agreements, or either of them, to effect the purpose and intent of this Resolution.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT 2003 MEETING SCHEDULE

FIRST TUESDAY OF THE MONTH, 4:00 PM

JANUARY 7TH, FEBRUARY 4TH, MARCH 1ST, APRIL 1ST, MAY 6TH, JUNE 3RD, JULY 1ST, AUGUST 5TH, SEPTEMBER 2ND, OCTOBER 7TH, AND DECEMBER 2ND, 2003.

THIRD TUESDAY OF THE MONTH, 4:00 PM

MAY 20TH, 2003

FIRST WEDNESDAY OF THE MONTH, 4:00 PM

*NOVEMBER 5TH, 2003.

THIRD THURSDAY OF THE MONTH 4:00PM

JANUARY 16TH, FEBRUARY 20TH, MARCH 17TH, APRIL 17TH, JUNE 19TH, JULY 17TH, AUGUST 21ST, SEPTEMBER 18TH, OCTOBER 16TH, NOVEMBER 20TH, AND DECEMBER 18TH, 2003.

*THE MEETING IN NOVEMBER WILL BE HELD ON THE 1ST WEDNESDAY DUE TO MUNICIPAL ELECTION DAY BEING HELD ON THE 1ST TUESDAY.

MHOUSH, COMMISSION SECRETARY
10/21/02

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

October 23, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian
Paul Underwood, Deputy City Librarian

FR: George Nichols, Finance Director

RE: **2003-04 BUDGET PLANNING REPORT**

The Mayor's budget instructions for 2003-04 and the Controller's updated revenue forecast will not be available until at least mid-November. Although we haven't yet received this information, we still expect to submit our proposed budget to the Controller earlier than in the past. This means that the Commission will most likely have to approve the Library's proposed 2003-04 budget during its regular meeting in January. To meet expected timeframes, we will follow the planning process described on Attachment A.

To help set a context for the difficult budget decisions that lay ahead, it is useful to understand where we have been and where we are now. Following is a brief summary of revenue and budget changes that occurred over the last five years.

FISCAL YEARS 1998-99 TO 2001-02

As a result of a booming economy, the Library over the past several years experienced steady growth in revenue allocable to it under Proposition E. This growth allowed the Library to maintain as well as expand baseline programs and services. Between 1998-99 and 2001-02, the Library's operating budget increased $10.3 million or 25.3 percent – from $40.5 million to $50.8 million. Although most of this growth funded employee salary and fringe benefit increases provided through collective bargaining, we also increased the book budget by $1.3 million or 35% – from $3.6 million to $4.9 million[1]. During this period we also added public service staff including part-time as needed Librarians and Library Pages; permanently funded staff positions in the Telephone Information Program (TIP), Exhibits Program, and Project Read funded initially through grants or gifts that expired; replaced and repaired roofs and upgraded electrical systems at branch libraries; funded an annual maintenance program for the branch library system; modernized telephone systems in the branch libraries; and improved our technology infrastructure and public access to online services and

resources throughout the system. The Library accomplished this within the annual baseline revenue received under Proposition E and through the judicious use of Library Preservation Fund reserves for one-time projects and equipment acquisitions. During this period baseline revenue allocations consistently exceeded the cost of baseline services and programs. This allowed the Library to expand baseline services while maintaining a prudent reserve in the Library Preservation Fund (LPF).

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[1] Library Preservation Fund only. Excluded Fuhrman Trust Funds and other sources.

FISCAL YEAR 2002-03

In the aftermath of the .com bust and 9/11, City revenue declined precipitously and the Library's share of General Fund allocable under Proposition E declined for the first time in over five years. In 2002-03, the Library's share of General Fund was cut 2.3 percent ($731,000) and the cost of programs for at-risk-youth funded through an allocation from the Department of Children, Youth, and Families (DCYF) was shifted to the Library saving the General fund an additional $430,000. Although General Fund allocations declined in 2002-03, property tax dollars allocated to the Library increased significantly mitigating the loss of General Funds and the shifting of costs to the Library's base. In 2002-03, the Library's share of property tax dollars increased by 14.1 percent ($2.795 million) over the prior year budgeted level, resulting in a net increase of 4 percent or $2.1 million in budgeted revenue. This growth allowed us to cover increases in baseline costs as well as to fund other non-baseline priority needs – including an additional $250,000 for books. The Library's baseline costs in the current year are actually $493,000 less than baseline revenue. The $493,000 in baseline revenue plus $1.2 million from LPF reserves were programmed for one-time equipment purchases; technology upgrades including the purchase of a new integrated library system (ILS), replacement computers, and telephone system upgrades at branch libraries; and branch library maintenance and repair projects.

The City's current year budget assumes a modest 4.1 percent growth in discretionary General Fund sources that may not materialize and there is a real possibility that the Library's General Fund allocation will be cut. Although we have not yet been instructed to reduce spending in the current year, we are carefully monitoring our budget and considering options – including use of additional LPF reserves to backstop the loss of General Fund.

FISCAL YEAR 2003-04

Going into 2003-04, the Mayor and the Controller preliminarily estimate the City's budget shortfall at $149 million. The shortfall results from a combination of one-time fixes used to balance the City's 2002-03 budget that won't be available in 2003-04 and increases in employee compensation that are expected next year. Additionally, the economic recovery assumed in the current year budget may fall short of expectations. As a result, the Mayor's Budget Office indicates that General Fund reductions of at least 6 percent may be required next year. On a positive note, we have been advised that the Library's share of property tax dollars may again be greater than assumed in the budget. An increase in property tax dollars allocable to the Library will mitigate to some degree further erosion in General Fund support. We do not however, expect Library revenue to grow appreciably next year.

With respect to the Library's 2003-04 budget, we expect baseline costs, driven primarily by salary and wage adjustments provided through collective bargaining[2], to increase. The baseline budget[3]

represents the resources needed in 2003-04 to maintain services, programs, and staffing at their current levels. At this time, we expect baseline costs to exceed baseline revenue in 2003-04. Assuming that we do not reduce costs through service reductions or other means, we will, for the first time in several years need an allocation from the LPF reserve to support baseline programs and services. In addition, we have needs that are above and beyond the baseline that must be funded next year. Funds to support these needs would also have to come from the LPF reserve.

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[2] All bargaining unit agreements or MOUs expire on June 30, 2002 and have to be renegotiated.

[3] Current year budget minus funds budgeted for one-time cost items (e.g., equipment, technology including the ILS, capital improvement projects including branch maintenance and telephone system upgrades). Includes funds to annualize FTE costs only partially funded in the current year; anticipated salary step increases; salary, wage, and benefit increases anticipated from new collective bargaining agreements in 2003-04; COLAs for rent, maintenance and service contracts and work orders; and funds for salary savings relief.

In regard to the LPF reserve or fund balance, as of this report the fund balance available for appropriation is approximately $3.691 million. However, as the Controller has not yet closed out the prior year budget, this amount is very much in flux. For example, if prior year actual revenue is less than assumed, this can negatively affect the fund balance. Conversely, if actual revenue is greater than assumed, the fund balance will increase. Although we expect the reserve balance to increase once the Controller updates his revenue forecast for the prior and current fiscal years, we may need to use additional fund balance in the current year to cover General Fund reductions that may be imposed.

FISCAL YEAR 2004-05 AND BEYOND

If the economy recovers, Library revenue could increase to a point where we would again be able to fund baseline costs within our baseline revenue. This would require growth in the City's General Fund revenue stream, continued growth in assessed property values and sales, and institutional discipline relative to spending and budget growth. If the economy does not recover in 2003-04 and if the downturn extends into 2004-05, the Library will face serious budget problems in 2004-05. Revenue would continue to decline, baseline costs would continue to increase, and the LPF reserve would be seriously depleted.

BUDGET PLANNING ISSUES

Planning and preparing the Library's 2003-04 budget will be a challenge. Recommendations and actions on the budget are mainly the product of projections on revenue allocated to the Library under Proposition E, assumptions we make regarding future economic growth, and decisions we make about baseline services and programs. Between 1998-99 and 2001-02, the Library along with the rest of City government experienced significant growth in revenue and budget. Since then, the economy has slowed considerably, revenue has fallen short, and baseline costs have increased. For the first time in many years, the Library's estimated baseline costs in 2003-04 may exceed its baseline revenue requiring an allocation from LPF reserves – one-time funding to support ongoing costs.

Some economists don't see a turnaround until 2004-05 and predict slow growth for the foreseeable future. How will our decisions regarding the 2003-04 budget impact Library services over the long-term? Should the Library reduce baseline costs (e.g., cut services) in 2003-04 commensurate with available revenue? If so, what services do we reduce or eliminate? Should the Library anticipate economic recovery and use LPF reserves to temporarily shore-up baseline programs? What are the consequences of this strategy if the economy does not recover? These are the difficult questions that confront us as we move into a new fiscal year and an uncertain future.

REVENUE AND BUDGET MODELING

Although we do not have the Controller's revised revenue forecast, we can make assumptions based on information we do have. Attachment B describes six possible revenue scenarios regarding Library revenue and budget. As indicated on Attachment B, only under the most optimistic projection (#6) would we have enough baseline revenue to cover estimated baseline costs. Based on these revenue models, the baseline revenue gap or shortfall ranges from $335,000 (#5) to $2.350 million (#2).

Moreover, with the exception of scenario #6, the net increase in revenue is not significant and under the worse case scenarios (#2 and #3) we would see a decline in revenue from current budgeted levels.

When additional costs are added to the baseline budget for policy issues such as the second year payment of the integrated library system ($532,000) and operations of the Support Services Center ($259,000) – two items the Library must fund in 2003-04 – the funding gap ranges from a low of $192,000 (#6) to a high of $3.141 million (#2). As shown on Attachment B, funding the baseline and these two items reduces the LPF reserve to less than 3 percent under half of the projection scenarios. Adding costs for other policy issues (e.g., book budget, completion of telephone system upgrades, branch maintenance and repair program, computer replacement, etc.) will increase the funding gap between revenue and costs and increase the amount needed from the LPF reserve. Under the worse case scenarios, few if any additional costs could be added without seriously depleting reserves.

All of these scenarios assume that baseline programs and staffing will be maintained at their current level. That is, programs, services, and staffing currently funded will not be cut.

BUDGET PLANNING STRATEGY

This analysis of Library revenue and expenditures suggests that we look at our 2003-04 budget with an eye on the impact that decisions will have on future budgets, services, and programs. As stated previously, the decisions we make regarding the 2003-04 budget will directly impact what we do in FY 2004-05 and beyond. To summarize this analysis:

- Baseline revenue received under Proposition E in 2003-04 will most likely be insufficient to fund baseline programs. Maintaining baseline programs at their current level of service will require an allocation from the LPF reserve. This is using one-time money to support ongoing costs. The baseline shortfall could be as high as $2.3 million.

- Maintaining baseline programs at their current level and increasing the budget for only the second year payment of the ILS and operation and maintenance of the Support Services Center could increase the shortfall to as high as $3.1 million. In the case of the Support Services Center, this is using one-time money to fund an ongoing cost.

- Adding costs for other policy issues beyond the baseline, the ILS, and the Support Services Center will require an additional outlay from the LPF reserve.

- Using LPF reserves to close the gap, under the worse case scenarios, could deplete the reserve below the Commission's prescribed level. It is Commission policy to maintain a 3 to 5 percent reserve in the fund.

- Maintaining baseline programs at current levels and using reserve to cover costs reflects a belief that the economy will improve dramatically over the short-term and that revenue growth will "catch-up" with budget growth.

- If the economy does not improve, there could be serious impacts in 2004-05 – baseline revenue would continue to decline, baseline costs would continue to grow, and LPF reserves would be depleted. If this occurred, the Library would have to dramatically cut service and program in 2004-05 to bring the budget in-line with available revenue.

- With a shortfall of $149 million projected for the City's budget next year, the Library cannot expect General Fund support for its programs beyond the amount required by Proposition E

Given these factors and the uncertainty that exists we need while hoping for the best, to prepare for the worse. That is, we need to prepare for the possibility of service reductions as well as the possibility of maintaining and in some cases expanding services. To do this we will:

1. Consider options for closing the gap between baseline revenue and baseline expenditures. We will review baseline programs, identify non-core or discretionary services, and look for opportunities to reduce costs by cutting service or streamlining delivery. This could lead to program cuts, FTE cuts through the elimination of vacant positions, and staff reallocation. Cuts would be implemented if necessary.

2. Consider temporary (one-year) reductions to the book budget and other operating expense items in the budget funded by the Library Preservation Fund. Reductions would be implemented if necessary.

3. Consider a one-year moratorium on facility or infrastructure improvements and equipment purchases funded by the Library Preservation Fund. Reductions would be implemented if necessary.

4. Identify and prioritize new or emerging service needs through the preparation of Budget Change Concepts (BCC). We will assess proposed enhancements to existing service or new services relative to baseline services that may be cut and the impact funding these initiatives will have on the LPF reserve and future budgets. Implement if feasible.

During the month of November, the Library's Management Team will consider these four points and prepare a set of recommendations for consideration and discussion by the Commission. Our recommendations will be presented to the Commission during its regular meeting in December. If you have questions or need additional information prior to the November 6th meeting, you can call me at (415) 557-4248.

Attachments

ATTACHMENT A

2003-04 Budget Planning Calendar

MONTH	ACTIVITY	COMMISSION ACTION
October	• Conduct budget planning workshop for the Commission – process, revenue, and baseline budget. • Develop preliminary baseline budget revenue and cost estimates. Work with Controller for updated revenue and cost data. • Put out call for Budget Change Concepts (non-baseline funding issues).	None.
November	• Report to the Commission – update on process, revenue, and baseline budget estimates. • Review baseline programs, services, staffing. Report to Commission on findings in December. • Review Budget Change Concepts (non-baseline funding issues). Report to Commission on findings in December.	None
December	• Report to the Commission – update on process, revenue, and baseline budget estimates. Report and make recommendations on baseline programs, services, staffing, and Budget Change Concepts (non-baseline funding issues).	Commission's input on staff's recommendations.
January	• Report to the Commission – update on process, revenue, and baseline and policy budget estimates. • Submit proposed budget to Controller.	Approve Budget
February	• Resolve issues with Controller and Mayor. • Controller submits budget to Mayor.	
March	• Mayor releases preliminary budget to the Board of Supervisors. • Board's Budget Committee may schedule hearings (TBD).	
April	• Board Committee hearings (TBD).	
May	• Board Committee hearings (TBD). • State issues May Revise. • Controller issues 9-month revenue report. • Departments work with Mayor and Board on budget revisions driven by updated revenue projections.	
June	• Report to Commission – budget status. • Budget Committee hearings on Department budgets. • Respond to Budget Analyst's recommendations on budget.	
July	• Board of Supervisors acts on proposed AAO and ASO. • Report to Commission – budget status.	

10/24/2002

2003-04 REVENUE AND EXPENDITURE PROJECTIONS
(Library Preservation Fund)

ATTACHMENT B

	1	2	3	4	5	6
	+5% Prop Tax/-3% GF	+5% Prop Tax/-6% GF	+7% Prop Tax/-6% GF	+10% Prop Tax/-6% GF	+14% Prop Tax/-6% GF	+14% Prop Tax/-3% GF
Sources (Library Preservation Fund)						
Property Tax	$ 23,509,500	$ 23,509,500	$ 23,957,300	$ 24,629,000	$ 25,524,600	$ 25,524,600
General Fund	$ 30,200,074	$ 29,266,051	$ 29,266,051	$ 29,266,051	$ 29,266,051	$ 30,200,074
Other	$ 189,000	$ 189,000	$ 189,000	$ 189,000	$ 189,000	$ 189,000
Subtotal	$ 53,898,574	$ 52,964,551	$ 53,412,351	$ 54,084,051	$ 54,979,651	$ 55,913,674
LPF Reserve	$ -	$ -	$ -	$ -	$ -	$ -
Total Sources	$ 53,898,574	$ 52,964,551	$ 53,412,351	$ 54,084,051	$ 54,979,651	$ 55,913,674
Change from 2002-03	$ 185,477	$ (748,546)	$ (300,746)	$ 370,954	$ 1,266,554	$ 2,200,577
Expenditures						
Base Budget a/	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990
One-time Cost Adjustments b/	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)
Estimated Baseline Adjustments /c	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000
FY 2003-04 Adjusted Baseline (est.)	$ 55,314,230	$ 55,314,230	$ 55,314,230	$ 55,314,230	$ 55,314,230	$ 55,314,230
Baseline Budget Funding Gap (reserve)	$ 1,415,656	$ 2,349,679	$ 1,901,879	$ 1,230,179	$ 334,579	$ (599,444)
Policy Budget Adjustments						
Integrated Library System	$ 532,000	$ 532,000	$ 532,000	$ 532,000	$ 532,000	$ 532,000
Support Services Center	$ 259,000	$ 259,000	$ 259,000	$ 259,000	$ 259,000	$ 259,000
Branch Maintenance & Repair	$ -	$ -	$ -	$ -	$ -	$ -
Branch Telephones	$ -	$ -	$ -	$ -	$ -	$ -
Books	$ -	$ -	$ -	$ -	$ -	$ -
Computer Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Others	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 791,000	$ 791,000	$ 791,000	$ 791,000	$ 791,000	$ 791,000
2003-04 TOTAL EST. BUDGET	$ 56,105,230	$ 56,105,230	$ 56,105,230	$ 56,105,230	$ 56,105,230	$ 56,105,230
2003-04 Funding Gap (reserve)	$ 2,206,656	$ 3,140,679	$ 2,692,879	$ 2,021,179	$ 1,125,579	$ 191,556
LPF Reserve Balance (est. $3.691 m)	$ 1,484,344	$ 550,321	$ 998,121	$ 1,669,821	$ 2,565,421	$ 3,499,444
	2.8%	1.0%	1.9%	3.1%	4.7%	6.3%
3% LPF Reserve	$ 1,616,957	$ 1,588,937	$ 1,602,371	$ 1,622,522	$ 1,649,390	$ 1,677,410
Variance from 3% requirement	$ (132,613)	$ (1,038,616)	$ (604,250)	$ 47,299	$ 916,031	$ 1,822,034

b/ One-time Cost Adjustments	
Express Checkout Machines	$ (44,000)
Microform Machines	$ (59,003)
Delivery Truck	$ (35,757)
Integrated Library System	$ (600,000)
PC replacement/system upgrades	$ (526,000)
Branch Telephone Replacement Proj.	$ (280,000)
Branch Library Maintenance & Repair	$ (240,000)
Total	**$ (1,784,760)**

c/ Estimated Baseline Adjustments	
MOU Salary, Wage, Fringe Increase	$ 1,250,000
Annualized PY Positions	$ 50,000
Annualized PY MOU Increases	$ 125,000
Add-back of Retirement Adjust.	$ 200,000
Salary Step Increases	$ 50,000
Attrition Savings Adjustment	$ 225,000
Work Orders (5%)	$ 116,000
Rent Increases	$ 18,000
Contracted Services (5%)	$ 60,000
Total	**$ 2,094,000**

a/ Includes $520,000 for branch facility projects.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
mmissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Wednesday, November 6, 2002.
(As approved December 3, 2002)

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 6, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Coulter, Streets, and Strobin. President Higueras joined the meeting at 4:06PM. Commissioner Chin was reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Ms. Sue Cauthen requested that critical remarks concerning the Branch Library Bond Program attributed to her in public comment offered by Mr. Peter Warfield be stricken as they did not reflect her views and could become an embarrassment to her. Mr. Peter Warfield commented that public comments offered should be reported in summary even if others may not like or agree with the comments.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2002 COMMISSION MEETING

Responding to a question by Commissioner Coulter, Deputy City Attorney Catharine Barnes reported that the audio and video recordings were the most accurate record of a meeting, that the Commission's Minutes were reported in more detail than is required, and that the purpose of the Minutes was to serve the Library Commission as its record of actions taken. Ms. Barnes pointed out that the law suggests that members of the public should have wide latitude in offering public comments

MOTION: Commissioner Higueras, seconded by Commissioner Bautista that the Minutes be approved as amended with elimination of the remarks cited by Ms. Cauthen.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM # CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth introduced Ms. Karen Strauss of the Art & Music Department to make a presentation of the Library's Dorothy Starr Sheet Music collection. Ms. Strauss gave a detailed report concerning the background and activities to date with this special collection. (report attached).

The City Librarian next informed the Commissioners concerning the decision to discontinue 2nd notices on overdue materials and explained the $20,000 annual cost saving recouped by this measure as well as information regarding the negligible effect 2nd notices seemed to have in getting users to return overdue items.

The City Librarian then brought the Commissioners up to date with ongoing negotiations concerning the replacement of the Library's ILS (Integrated Library Systems) system. Ms. Hildreth next outlined a proposed new effort and outlined a January to June 2003 schedule of steps to develop a strategic plan for the Library. The City Librarian requested that two Commissioners agree to serve on the committee charged with developing the plan. Ms. Hildreth informed the commissioners the California Library Association (CLA) would hold its Annual Meeting in Sacramento during November 15 through 18, 2002. The City Librarian then reported that the West Portal Branch should reopen in early December but that the Golden Gate Valley Branch would remain closed until mid-January 2003.

Ms. Hildreth then gave a report on exhibits and programs at the Library including the Annual Hand Bookbinders Exhibit, a Path to Home Ownership program, the 14th Annual African American "Unsung Heroes" program, and called attention to the observance of Children's Book Week during the week of November 23rd.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the update on strategic planning, suggesting that a committee that included Commissioners was proposed without any formal process and that the Commissioners should take responsibility for their strategic plan. Ms. Deborah Doyle, Friends & Foundation, commended the effort to make the musical scores in the Library's Dorothy Starr Collection available, hailing it as a gem of the Library's special collections. Mr. Peter Warfield found it good to hear about items in the Library's collections and suggested that more information about such collections be made available to members of the public. Mr. Warfield additionally called for the Commission to control and direct a public process to create the Library's Strategic Plan.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Vice President Steiman, the City Librarian discussed

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. The speaker provides these summary statements. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

why the digitization of the Starr Collection was discontinued, noting there were now many online sites where music in the public domain was available. In response to other questions by Vice President Steiman, Ms. Hildreth explained in additional detail the data that led to eliminating 2nd notices on overdue materials.

Commissioner Streets' suggested that a more familiar strategic planning model incorporating traditional corporate planning models be considered, that strategic plan concepts be tied to budget proposals, and that the information gathered in the previous planning process be used to shape the current proposal. Commissioner Streets also suggested that resource allocation flow from agreement on goals for the Library. Ms. Hildreth then outlined in detail each step she proposed to produce a strategic plan for the Commission's consideration in June 2003. Commissioner Bautista requested information concerning the previous strategic planning effort. Commissioner Bautista also recommended a cooperative effort with university libraries to share information on special collections and suggested that a student internship might provide additional staff support to catalog the remainder of the Starr Collection. Commissioner Bautista also inquired regarding the appraised value of the Starr Collection. President Higueras suggested that a further discussion of these issues be put on an upcoming meeting agenda. President Higueras thanked the Art & Music Department staff for their outstanding efforts to make the Dorothy Starr Sheet Music Collection available.

AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

(Explanatory documents: lease documents)

Mr. Charlie Dunn, Real Estate Division, Department of Administrative Services and Mr. Martín Gómez Executive Director of the Friends & Foundation provided the Commissioners with an overview of the financial aspects and related details of the proposed lease for the Friends & Foundation's use of office space on the 6th floor and a book store adjacent to the Grove Street entrance of the Main Library. The City Librarian noted that the Friends & Foundation was actively looking for a new office location and would be leaving its office space in the Main Library by the end of the proposed lease. The City Librarian then outlined the background of this proposal and the likely process for approval of these leases by the Board of Supervisors should the Library Commissioners agree. Mr. Dunn reported that the Library would receive fair market value for the leased spaces and confirmed that the agreements fully protected the City.

Public comment on AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

An anonymous member of the public criticized the proposed leases and noted that the MOU with the Friends & Foundation had never been concluded. Mr. Peter Warfield remarked that he had not had time to study the issues. Mr. Warfield expressed concern that the Friends & Foundation office would not be leaving until

2004. Mr. Warfield also disagreed with the lease of space for the bookstore suggesting that instead the area inside the Grove Street entry be used to exhibit materials from the Library's collections.

Commission comment on AGENDA ITEM #3 FRIENDS & FOUNDATION LEASES

MOTION: Vice President Steiman, seconded by Commissioner Bautista approving and recommending Board of Supervisors approval of the proposed leases with the Friends & Foundation for office and book store space in the Main Library as proposed.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

(This item is a continuation of the 2003/04 Budget Workshop begun at the October 1, 2002 meeting)
(Explanatory document: 2003/03 Budget Planning report)

Library Finance Director George Nichols presented a detailed overview of the Library's 2003/04 Budget (copy attached) prospects calling particular attention to the potential problems that could result resulting from continuing national economic difficulties.

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

An anonymous member of the public took exception to the report. Ms. Sue Cauthen expressed concern with the possible impact of the poor economy and noted that the staff was the heart of the library. Mr. Peter Warfield agreed in part expressing his view that books and staffing were the heart of the library and that books must be the last thing cut.

Commission comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET WORKSHOP

Vice President Steiman pointed out that staffing equals hours of service. President Higueras found the news sobering and noted that the Commission was committed to finding a balanced way to comprehensively address any budget shortfall the Library might have to address. President Higueras suggested that some pain should be shared by all element s of the system so as to spare severe cuts to any one part. He further suggested that any reduction in the book budget should be far down on the list of cuts to be considered. Vice President Steiman urged carefully reviewing essential services. Commissioner Streets noted that the review of what constituted baseline services should be done with a view that difficult economic conditions might continue. Commissioner Streets requested that the Commissioner receive upcoming budget reports in sufficient time to study them prior to addressing them at a meeting. In response to a question by Commissioner

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Bautista, Mr. Nichols observed that this year's budget review process would be more focused on creating a secure baseline with a more sober view of long-term economic prospects. The Library's Finance Director promised to provide a critical review of all programs and services to present the Commissioners with the best array of options available.

AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

(Explanatory document, draft 2003 Commission Meeting schedule)

The Commission Secretary briefly described a proposed schedule for the Library Commission's regular meetings during 2003. He noted that the proposed schedule largely maintained the Commission's current first Tuesday and third Thursday of each month regular meeting date and 4PM as the usual beginning time.

Public comment on AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

An anonymous member of the public expressed a preference for a 5:30PM beginning time. Mr. Peter Warfield remarked that a later beginning time would allow more working people as well as library staff to attend commission meetings and urged the Commission to revert to a 5:30PM starting time for its meetings.

Commission comment AGENDA ITEM # 5 COMMISSION 2003 MEETINGS SCHEDULE

MOTION: Commissioner Coulter, seconded by Vice President Steiman for approval of the proposed schedule of Commission meetings for 2003.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, brought the Commissioners up to date on recent activities highlighting an appearance by Sally Gardener Reed, President of the Friends of Libraries USA (FOLUSA); and calling attention to upcoming lectures as well as the April 4, 2003 Library Laureates Dinner. Ms. Deborah Doyle, President of the Friends & Foundation then presented reward checks to Library staff members Jim Mason and Nancy Silverrod, who had played key roles apart from their duties as library employees in the apprehension and conviction of a book slasher. Ms. Silverrod noted that the successful identification and conviction of the book slasher was a collaborative effort of many library staff members and donated her portion of the reward back to the Friends & Foundation to be used to purchase replacements for the damaged books.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered.

Commission comment on AGENDA ITEM#6 FRIENDS & FOUNDATION REPORT

President Higueras commended the staff for their successful efforts to stop further violence against the Library's books.

AGENDA ITEM #7 LABOR UNION REPORT

None offered.

AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public expressed astonishment that the Commission had approved the Friends & Foundation leases instead of the MOU and suggested that there had been greater public attendance when Commission meetings began later in the day. This person then discussed their belief regarding how the influence of Martin Paley's views on managing gifts had led the Library Commission to disregard its terms and spend Fuhrman Bequest funds on other purposes. A 2nd anonymous member of the public urged the Commissioners to take action to discourage cell phone use in libraries finding it a significant disturbance to other users use and enjoyment of the library. This person noted that such a policy was in place at the Mechanic's Library and had been very beneficial to those using it.

AGENDA ITEM #10 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Bautista that the meeting be adjourned.

Public comment on AGENDA ITEM #10 ADJOURNMENT

None offered.

Commission comment on AGENDA ITEM #10 ADJOURNMENT

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:10PM.

Michael Housh, Commission Secretary 11/14/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Number of members of the public who spoke anonymously at this meeting: 2

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2002

Item 2:
City Librarian's Report

"I was disturbed by what I heard regarding strategic planning. This is something that is sorely needed by the library. It has been done several times and I don't think ever finished. Certainly the last attempt was never finished.

Apparently Ms. Hildreth plans on forming a committee that would be responsible for the strategic plan in some way that is not specific. She intends to include members of the library commission by a process that does not include nomination, appointment or any specific responsibility. No doubt she hopes that by finding library commissioners in this way, as if they were citizens encountered at random, will foreclose any responsibility to this body or the sunshine ordinance.

The point is for you as a commission to take responsibility for your own strategic plan, appoint your own members by a process which is open and clear, thus making it a responsible process."

Minutes of the regular Commission Meeting of November 6, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2002

Item 3:
Friends & Foundation Leases

"If the Foundation meets the contribution it has traditionally made it gets the lease for a dollar. This is virtually free. You could say to anyone that if you pay your taxes, you can have such-and-such. This is just subsumed under what they do anyway.

The memorandum includes a statement that the MOU was not forwarded to the Board of Supervisors. What happened was that the MOU was sent back with certain questions and issues from the chair of the Finance Committee. It is irresponsible to refuse to address those concerns for more than two years.

Ms. Hildreth may have the opinion that the leases are the primary issue, but I don't believe so. The Foundation has a symbol which is identical to the symbol adopted for our library. We have said that the building is short of space but we have room for the Foundation. What message does that send?"

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2002

Item 4:
Library 2003/04 Budget Workshop

"This is a euphemism and smokescreen for what is really going on. Let us use one sentence as an illustration. It says, 'Should the library anticipate economic recovery and use LPF reserves to temporarily shore up baseline programs.'

That sentence doesn't mean anything without defining the term 'baseline programs.' Is the tool lending center now a baseline program? Apparently we have come to the conclusion that Project Read is a baseline program. There are a number of things that have been added over the lush years that are now baseline programs.

Two weeks ago the board of supervisors approved a gift from the Library Foundation for two part-time positions for which Ms. Hildreth would be committed to regular budget funding. They would edit a monthly periodical. This is nothing but a mechanism by which we are making that publication part of the city's budget. Is that a baseline program?"

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2002

Item 5:
Commission Meetings Schedule

"The recent experiment with the four o'clock start time should be deemed a failure. The original impetus to create this is now gone. I am going to be here whenever you start, so it is not for my convenience. A later start time may be more convenient for many people, most especially commissioners themselves. If I look at the attendance here, there are those who are tardy or might have a better attendance if we started at the 5:30 traditional start time that we had before this.

So it would be my recommendation to move it back to 5:30."

Minutes of the regular Commission Meeting of November 6, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2002

Item 9:
Public Comment

"The information that the Foundation leases were in lieu of an MOU was not conveyed before and I find it quite astonishing.

If someone did not notice increased attendance during the 5:30 start time, that is their perception. Let me assure you that there was vastly more attendance during that period.

I want to continue my comments on the Fuhrman Fund. The library followed what we might call the Martin Paley doctrine. This doctrine was philanthropic efficiency. There are always modern reasons to ignore the original intention of the testator. Mr. Fuhrman, like everyone who gives money, wants to skew policies in a particular direction. That skewing may be in contradiction to someone else's interests. People give money to distort things in what they see as a positive direction. That positiveness can be something as amorphous as excellence.

But that positiveness may be away from what someone else would consider efficient."

To: Library Commission cc: Susan Hildreth, City Librarian
Fr: Karen Strauss, Manager, Fourth Floor
Dt: November 6, 2002
Re: Presentation to the Commission on the *Dorothy Starr Sheet Music Collection*

Dorothy Starr operated a local used sheet music store -- The Music Stand -- until her death in 1990. Soon after, the Friends of the Library acquired for $20,000 the remaining inventory of possibly as many as 500,000 pieces of published music, becoming in time the Library's *Dorothy Starr Sheet Music Collection.*

The sheet music -- much of it in very poor condition and in disarray -- was initially housed in the former Public Health Hospital in the Presidio. In 1992, the Library moved the sheet music to its facility at 45 Hyde Street, where staff began to sort and become familiar with it. Enough progress was made by 1993 so that the popular songs contained in the collection -- of which we believe there are tens of thousands -- could be minimally cataloged into a staff-accessible database within the Library's catalog.

Today, that database includes nearly 18,000 records of popular song titles, thanks to many years (and more than 2,500 volunteer hours) of efforts by staff and five volunteers (no additional staffing was provided by this gift). Currently, four dedicated volunteers work 18 hours each week to enter data and place the songs in acid-free preservation folders. Since 1997, the Catalog Department has processed several hundred items; because of their delicate condition, many of those have also been treated by the Preservation Department. These titles are in the catalog and the music itself is stamped with Dorothy Starr's *Music Stand* insignia.

Cataloging popular music is our priority, although popular songs comprise only 10% or so of Dorothy Starr's stock. The remainder of the Collection has been arranged by Library staff, is stored in Brooks Hall in more than 200 acid-free preservation boxes and is processed as appropriate. Some of this music serves to replace missing scores from our collection and librarians at the Art, Music and Recreation Center reference desk regularly utilize the contents of the Dorothy Starr Collection to fill patron requests.

The Library has sought little publicity specifically about the *Dorothy Starr Sheet Music Collection*, choosing instead to focus on integrating it into our larger, outstanding music collection, believed to be among the better public library collections in the country. And, since so much of the Starr collection is in fragile condition, we always look to our extensive existing resources first and then to the Starr collection to meet a patron's musical needs. We never hesitate to make this music available.

Database entry will continue until all the songs are entered, estimated to take at least another five years at our current rate. After that, we might decide to move on to cataloging other segments of the Collection. Highlights from the *Dorothy Starr Sheet Music Collection* were displayed in the "New Main / New Millennium" exhibit in the Jewett Gallery in 1996. And, in the near future, the Art, Music and Recreation Department will feature music from the Collection in an exhibit in the Steve Silver Beach Blanket Babylon Music Center honoring Dorothy Starr.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

October 23, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian
Paul Underwood, Deputy City Librarian

FR: George Nichols, Finance Director

RE: **2003-04 BUDGET PLANNING REPORT**

The Mayor's budget instructions for 2003-04 and the Controller's updated revenue forecast will not be available until at least mid-November. Although we haven't yet received this information, we still expect to submit our proposed budget to the Controller earlier than in the past. This means that the Commission will most likely have to approve the Library's proposed 2003-04 budget during its regular meeting in January. To meet expected timeframes, we will follow the planning process described on Attachment A.

To help set a context for the difficult budget decisions that lay ahead, it is useful to understand where we have been and where we are now. Following is a brief summary of revenue and budget changes that occurred over the last five years.

FISCAL YEARS 1998-99 TO 2001-02

As a result of a booming economy, the Library over the past several years experienced steady growth in revenue allocable to it under Proposition E. This growth allowed the Library to maintain as well as expand baseline programs and services. Between 1998-99 and 2001-02, the Library's operating budget increased $10.3 million or 25.3 percent – from $40.5 million to $50.8 million. Although most of this growth funded employee salary and fringe benefit increases provided through collective bargaining, we also increased the book budget by $1.3 million or 35% – from $3.6 million to $4.9 million[1]. During this period we also added public service staff including part-time as needed Librarians and Library Pages; permanently funded staff positions in the Telephone Information Program (TIP), Exhibits Program, and Project Read funded initially through grants or gifts that expired; replaced and repaired roofs and upgraded electrical systems at branch libraries; funded an annual maintenance program for the branch library system; modernized telephone systems in the branch libraries; and improved our technology infrastructure and public access to online services and

resources throughout the system. The Library accomplished this within the annual baseline revenue received under Proposition E and through the judicious use of Library Preservation Fund reserves for one-time projects and equipment acquisitions. During this period baseline revenue allocations consistently exceeded the cost of baseline services and programs. This allowed the Library to expand baseline services while maintaining a prudent reserve in the Library Preservation Fund (LPF).

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[1] Library Preservation Fund only. Excluded Fuhrman Trust Funds and other sources.

FISCAL YEAR 2002-03

In the aftermath of the .com bust and 9/11, City revenue declined precipitously and the Library's share of General Fund allocable under Proposition E declined for the first time in over five years. In 2002-03, the Library's share of General Fund was cut 2.3 percent ($731,000) and the cost of programs for at-risk-youth funded through an allocation from the Department of Children, Youth, and Families (DCYF) was shifted to the Library saving the General fund an additional $430,000. Although General Fund allocations declined in 2002-03, property tax dollars allocated to the Library increased significantly mitigating the loss of General Funds and the shifting of costs to the Library's base. In 2002-03, the Library's share of property tax dollars increased by 14.1 percent ($2.795 million) over the prior year budgeted level, resulting in a net increase of 4 percent or $2.1 million in budgeted revenue. This growth allowed us to cover increases in baseline costs as well as to fund other non-baseline priority needs – including an additional $250,000 for books. The Library's baseline costs in the current year are actually $493,000 less than baseline revenue. The $493,000 in baseline revenue plus $1.2 million from LPF reserves were programmed for one-time equipment purchases; technology upgrades including the purchase of a new integrated library system (ILS), replacement computers, and telephone system upgrades at branch libraries; and branch library maintenance and repair projects.

The City's current year budget assumes a modest 4.1 percent growth in discretionary General Fund sources that may not materialize and there is a real possibility that the Library's General Fund allocation will be cut. Although we have not yet been instructed to reduce spending in the current year, we are carefully monitoring our budget and considering options – including use of additional LPF reserves to backstop the loss of General Fund.

FISCAL YEAR 2003-04

Going into 2003-04, the Mayor and the Controller preliminarily estimate the City's budget shortfall at $149 million. The shortfall results from a combination of one-time fixes used to balance the City's 2002-03 budget that won't be available in 2003-04 and increases in employee compensation that are expected next year. Additionally, the economic recovery assumed in the current year budget may fall short of expectations. As a result, the Mayor's Budget Office indicates that General Fund reductions of at least 6 percent may be required next year. On a positive note, we have been advised that the Library's share of property tax dollars may again be greater than assumed in the budget. An increase in property tax dollars allocable to the Library will mitigate to some degree further erosion in General Fund support. We do not however, expect Library revenue to grow appreciably next year.

With respect to the Library's 2003-04 budget, we expect baseline costs, driven primarily by salary and wage adjustments provided through collective bargaining[2], to increase. The baseline budget[3]

represents the resources needed in 2003-04 to maintain services, programs, and staffing at their current levels. At this time, we expect baseline costs to exceed baseline revenue in 2003-04. Assuming that we do not reduce costs through service reductions or other means, we will, for the first time in several years need an allocation from the LPF reserve to support baseline programs and services. In addition, we have needs that are above and beyond the baseline that must be funded next year. Funds to support these needs would also have to come from the LPF reserve.

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[2] All bargaining unit agreements or MOUs expire on June 30, 2002 and have to be renegotiated.

[3] Current year budget minus funds budgeted for one-time cost items (e.g., equipment, technology including the ILS, capital improvement projects including branch maintenance and telephone system upgrades). Includes funds to annualize FTE costs only partially funded in the current year; anticipated salary step increases; salary, wage, and benefit increases anticipated from new collective bargaining agreements in 2003-04; COLAs for rent, maintenance and service contracts and work orders; and funds for salary savings relief.

In regard to the LPF reserve or fund balance, as of this report the fund balance available for appropriation is approximately $3.691 million. However, as the Controller has not yet closed out the prior year budget, this amount is very much in flux. For example, if prior year actual revenue is less than assumed, this can negatively affect the fund balance. Conversely, if actual revenue is greater than assumed, the fund balance will increase. Although we expect the reserve balance to increase once the Controller updates his revenue forecast for the prior and current fiscal years, we may need to use additional fund balance in the current year to cover General Fund reductions that may be imposed.

FISCAL YEAR 2004-05 AND BEYOND

If the economy recovers, Library revenue could increase to a point where we would again be able to fund baseline costs within our baseline revenue. This would require growth in the City's General Fund revenue stream, continued growth in assessed property values and sales, and institutional discipline relative to spending and budget growth. If the economy does not recover in 2003-04 and if the downturn extends into 2004-05, the Library will face serious budget problems in 2004-05. Revenue would continue to decline, baseline costs would continue to increase, and the LPF reserve would be seriously depleted.

BUDGET PLANNING ISSUES

Planning and preparing the Library's 2003-04 budget will be a challenge. Recommendations and actions on the budget are mainly the product of projections on revenue allocated to the Library under Proposition E, assumptions we make regarding future economic growth, and decisions we make about baseline services and programs. Between 1998-99 and 2001-02, the Library along with the rest of City government experienced significant growth in revenue and budget. Since then, the economy has slowed considerably, revenue has fallen short, and baseline costs have increased. For the first time in many years, the Library's estimated baseline costs in 2003-04 may exceed its baseline revenue requiring an allocation from LPF reserves – one-time funding to support ongoing costs.

Some economists don't see a turnaround until 2004-05 and predict slow growth for the foreseeable future. How will our decisions regarding the 2003-04 budget impact Library services over the long-term? Should the Library reduce baseline costs (e.g., cut services) in 2003-04 commensurate with available revenue? If so, what services do we reduce or eliminate? Should the Library anticipate economic recovery and use LPF reserves to temporarily shore-up baseline programs? What are the consequences of this strategy if the economy does not recover? These are the difficult questions that confront us as we move into a new fiscal year and an uncertain future.

REVENUE AND BUDGET MODELING

Although we do not have the Controller's revised revenue forecast, we can make assumptions based on information we do have. Attachment B describes six possible revenue scenarios regarding Library revenue and budget. As indicated on Attachment B, only under the most optimistic projection (#6) would we have enough baseline revenue to cover estimated baseline costs. Based on these revenue models, the baseline revenue gap or shortfall ranges from $335,000 (#5) to $2.350 million (#2).

Moreover, with the exception of scenario #6, the net increase in revenue is not significant and under the worse case scenarios (#2 and #3) we would see a decline in revenue from current budgeted levels.

When additional costs are added to the baseline budget for policy issues such as the second year payment of the integrated library system ($532,000) and operations of the Support Services Center ($259,000) – two items the Library must fund in 2003-04 – the funding gap ranges from a low of $192,000 (#6) to a high of $3.141 million (#2). As shown on Attachment B, funding the baseline and these two items reduces the LPF reserve to less than 3 percent under half of the projection scenarios. Adding costs for other policy issues (e.g., book budget, completion of telephone system upgrades, branch maintenance and repair program, computer replacement, etc.) will increase the funding gap between revenue and costs and increase the amount needed from the LPF reserve. Under the worse case scenarios, few if any additional costs could be added without seriously depleting reserves.

All of these scenarios assume that baseline programs and staffing will be maintained at their current level. That is, programs, services, and staffing currently funded will not be cut.

BUDGET PLANNING STRATEGY

This analysis of Library revenue and expenditures suggests that we look at our 2003-04 budget with an eye on the impact that decisions will have on future budgets, services, and programs. As stated previously, the decisions we make regarding the 2003-04 budget will directly impact what we do in FY 2004-05 and beyond. To summarize this analysis:

- Baseline revenue received under Proposition E in 2003-04 will most likely be insufficient to fund baseline programs. Maintaining baseline programs at their current level of service will require an allocation from the LPF reserve. This is using one-time money to support ongoing costs. The baseline shortfall could be as high as $2.3 million.

- Maintaining baseline programs at their current level and increasing the budget for only the second year payment of the ILS and operation and maintenance of the Support Services Center could increase the shortfall to as high as $3.1 million. In the case of the Support Services Center, this is using one-time money to fund an ongoing cost.

- Adding costs for other policy issues beyond the baseline, the ILS, and the Support Services Center will require an additional outlay from the LPF reserve.

- Using LPF reserves to close the gap, under the worse case scenarios, could deplete the reserve below the Commission's prescribed level. It is Commission policy to maintain a 3 to 5 percent reserve in the fund.

- Maintaining baseline programs at current levels and using reserve to cover costs reflects a belief that the economy will improve dramatically over the short-term and that revenue growth will "catch-up" with budget growth.

- If the economy does not improve, there could be serious impacts in 2004-05 – baseline revenue would continue to decline, baseline costs would continue to grow, and LPF reserves would be depleted. If this occurred, the Library would have to dramatically cut service and program in 2004-05 to bring the budget in-line with available revenue.

- With a shortfall of $149 million projected for the City's budget next year, the Library cannot expect General Fund support for its programs beyond the amount required by Proposition E.

Given these factors and the uncertainty that exists we need while hoping for the best, to prepare for the worse. That is, we need to prepare for the possibility of service reductions as well as the possibility of maintaining and in some cases expanding services. To do this we will:

1. Consider options for closing the gap between baseline revenue and baseline expenditures. We will review baseline programs, identify non-core or discretionary services, and look for opportunities to reduce costs by cutting service or streamlining delivery. This could lead to program cuts, FTE cuts through the elimination of vacant positions, and staff reallocation. Cuts would be implemented if necessary.

2. Consider temporary (one-year) reductions to the book budget and other operating expense items in the budget funded by the Library Preservation Fund. Reductions would be implemented if necessary.

3. Consider a one-year moratorium on facility or infrastructure improvements and equipment purchases funded by the Library Preservation Fund. Reductions would be implemented if necessary.

4. Identify and prioritize new or emerging service needs through the preparation of Budget Change Concepts (BCC). We will assess proposed enhancements to existing service or new services relative to baseline services that may be cut and the impact funding these initiatives will have on the LPF reserve and future budgets. Implement if feasible.

During the month of November, the Library's Management Team will consider these four points and prepare a set of recommendations for consideration and discussion by the Commission. Our recommendations will be presented to the Commission during its regular meeting in December. If you have questions or need additional information prior to the November 6th meeting, you can call me at (415) 557-4248.

Attachments

ATTACHMENT A
2003-04 Budget Planning Calendar

MONTH	ACTIVITY	COMMISSION ACTION
October	• Conduct budget planning workshop for the Commission – process, revenue, and baseline budget. • Develop preliminary baseline budget revenue and cost estimates. Work with Controller for updated revenue and cost data. • Put out call for Budget Change Concepts (non-baseline funding issues).	None.
November	• Report to the Commission – update on process, revenue, and baseline budget estimates. • Review baseline programs, services, staffing. Report to Commission on findings in December. • Review Budget Change Concepts (non-baseline funding issues). Report to Commission on findings in December.	None
December	• Report to the Commission – update on process, revenue, and baseline budget estimates. Report and make recommendations on baseline programs, services, staffing, and Budget Change Concepts (non-baseline funding issues).	Commission's input on staff's recommendations.
January	• Report to the Commission – update on process, revenue, and baseline and policy budget estimates. • Submit proposed budget to Controller.	Approve Budget
February	• Resolve issues with Controller and Mayor. • Controller submits budget to Mayor.	
March	• Mayor releases preliminary budget to the Board of Supervisors. • Board's Budget Committee may schedule hearings (TBD).	
April	• Board Committee hearings (TBD).	
May	• Board Committee hearings (TBD). • State issues May Revise. • Controller issues 9-month revenue report. • Departments work with Mayor and Board on budget revisions driven by updated revenue projections.	
June	• Report to Commission – budget status. • Budget Committee hearings on Department budgets. • Respond to Budget Analyst's recommendations on budget.	
July	• Board of Supervisors acts on proposed AAO and ASO. • Report to Commission – budget status.	

2003-04 REVENUE AND EXPENDITURE PROJECTIONS
(Library Preservation Fund)

	1	2	3	4	5	6
	+5% Prop Tax/-3% GF	+5% Prop Tax/-6% GF	+7% Prop Tax/-6% GF	+10% Prop Tax/-6% GF	+14% Prop Tax/-6% GF	+14% Prop Tax/-3% GF
Sources (Library Preservation Fund)						
Property Tax	$ 23,509,500	$ 23,509,500	$ 23,957,300	$ 24,629,000	$ 25,524,600	$ 25,524,600
General Fund	$ 30,200,074	$ 29,266,051	$ 29,266,051	$ 29,266,051	$ 29,266,051	$ 30,200,074
Other	$ 189,000	$ 189,000	$ 189,000	$ 189,000	$ 189,000	$ 189,000
Subtotal	$ 53,898,574	$ 52,964,551	$ 53,412,351	$ 54,084,051	$ 54,979,651	$ 55,913,674
LPF Reserve	$ -	$ -	$ -	$ -	$ -	$ -
Total Sources	$ 53,898,574	$ 52,964,551	$ 53,412,351	$ 54,084,051	$ 54,979,651	$ 55,913,674
Change from 2002-03	$ 185,477	$ (748,546)	$ (300,746)	$ 370,954	$ 1,266,554	$ 2,200,577
Expenditures						
Base Budget a/	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990	$ 55,004,990
One-time Cost Adjustments b/	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)	$ (1,784,760)
Estimated Baseline Adjustments /c	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000	$ 2,094,000
FY 2003-04 Adjusted Baseline (est.)	$ 55,314,230	$ 55,314,230	$ 55,314,230	$ 55,314,230	$ 55,314,230	$ 55,314,230
Baseline Budget Funding Gap (reserve)	$ 1,415,656	$ 2,349,679	$ 1,901,879	$ 1,230,179	$ 334,579	$ (599,444)
Policy Budget Adjustments						
Integrated Library System	$ 532,000	$ 532,000	$ 532,000	$ 532,000	$ 532,000	$ 532,000
Support Services Center	$ 259,000	$ 259,000	$ 259,000	$ 259,000	$ 259,000	$ 259,000
Branch Maintenance & Repair	$ -	$ -	$ -	$ -	$ -	$ -
Branch Telephones	$ -	$ -	$ -	$ -	$ -	$ -
Books	$ -	$ -	$ -	$ -	$ -	$ -
Computer Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Others	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 791,000	$ 791,000	$ 791,000	$ 791,000	$ 791,000	$ 791,000
2003-04 TOTAL EST. BUDGET	$ 56,105,230	$ 56,105,230	$ 56,105,230	$ 56,105,230	$ 56,105,230	$ 56,105,230
2003-04 Funding Gap (reserve)	$ 2,206,656	$ 3,140,679	$ 2,692,879	$ 2,021,179	$ 1,125,579	$ 191,556
LPF Reserve Balance (est. $3.691 m)	$ 1,484,344	$ 550,321	$ 998,121	$ 1,669,821	$ 2,565,421	$ 3,499,444
	2.8%	1.0%	1.9%	3.1%	4.7%	6.3%
3% LPF Reserve	$ 1,616,957	$ 1,588,937	$ 1,602,371	$ 1,622,522	$ 1,649,390	$ 1,677,410
Variance from 3% requirement	$ (132,613)	$ (1,038,616)	$ (604,250)	$ 47,299	$ 916,031	$ 1,822,034

b/ One-time Cost Adjustments	
Express Checkout Machines	$ (44,000)
Microform Machines	$ (59,003)
Delivery Truck	$ (35,757)
Integrated Library System	$ (600,000)
PC replacement/system upgrades	$ (526,000)
Branch Telephone Replacement Proj.	$ (280,000)
Branch Library Maintenance & Repair	$ (240,000)
Total	$ (1,784,760)

c/ Estimated Baseline Adjustments	
MOU Salary, Wage, Fringe Increase	$ 1,250,000
Annualized PY Positions	$ 50,000
Annualized PY MOU Increases	$ 125,000
Add-back of Retirement Adjust.	$ 200,000
Salary Step Increases	$ 50,000
Attrition Savings Adjustment	$ 225,000
Work Orders (5%)	$ 116,000
Rent Increases	$ 18,000
Contracted Services (5%)	$ 60,000
Total	$ 2,094,000

a/ Includes $520,000 for branch facility projects.

Library Facilities Naming Policy Policy #601

Section: Facilities

Adopted: June '96
Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;

- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;

- the proposed honoree should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.

3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

November 26, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: 2003-04 BUDGET PLANNING STATUS REPORT

The Mayor's budget instructions for 2002-03 and 2003-04 were received on November 25, 2002. Departmental budgets are due to the Controller by February 21, 2003. The budget instructions are based on the following:

- The City's current year budget was in part balanced through a combination of one-time and ongoing solutions that assumed economic recovery during 2002-03 would result in revenue growth that would supplant the one-time fixes. The economy is not recovering and General Fund revenue losses in the current fiscal year are estimated at $20 million.

- The budget year (2003-04) deficit is estimated at $150 million – the result of a failing economy, revenue losses, and increasing costs. Of significance, the projection does not include the impact of additional reductions in State funding or the cost of salary increases yet to be negotiated with the City's employee unions. State impacts are unknown at this time and the Mayor's Office estimates that each 1 percent increase in salary will add $14 million to the shortfall. Consequently a 2% salary increase would add $28 million to the projected shortfall of $150 million.

- Total shortfall projected over 18 months – December 2002 through July 2004 – currently estimated at $170 million.

- Budget reductions are necessary to balance the budget.

General Budget Instructions

Departments are instructed to:

1. Reduce General Fund spending in the current year by 3% and to submit to the Mayor by December 9th a plan on how the three percent savings will be achieved. Departments will have their General Fund allocations reduced by 3%.

2. Use the revised current year General Fund revenue budget (current year less 3% General Fund) as their General Fund revenue base for 2003-04.

3. Absorb increases in baseline costs expected in 2003-04 with 3% less funding. This includes the cost of known salary and benefit increases, annualized costs, and the restoration of retirement

contributions paid by some employees in the current year. No additional funds will be provided to departments to cover baseline cost increases. The Mayor's Office estimates that absorbing these costs translates into an additional 4% reduction in spending.

4. Prepare a contingency plan to further reduce General Fund support by 5%. The Mayor's Budget Office estimates that cutting the current year budget, reducing revenue baselines for 2003-04 to current year revised levels, and absorbing baseline budget cost increases with fewer dollars will offset $100 million of the projected $170 million shortfall. To fully close the gap, departments are instructed to prepare and submit their contingency plans along with the proposed budget by February 21, 2003.

5. Undertake a strategic review of all services and programs. The review will facilitate decisions departments must make to develop balanced budgets. Departments must quantify service costs; separate mission-critical or mandated services from services that may be discretionary; and identify emerging issues and program changes that could have future budget impact.

How do instructions apply to the Library?

Attachment A summarizes the revenue and budget changes for 2002-03 and 2003-04 described below. With respect to the Library:

Current Year – 2002-03

1. The Library's share of the $20 million current year General Fund reduction is approximately $400,000. This is 2% of the $20 million. However, because property tax allocations received under the Charter are expected to increase by an estimated $400,000, there is no net change in the Library's revenue base and consequently no need to reduce spending in the current year.

2. Over the first quarter of the fiscal year, very few requisitions to fill vacant budgeted positions at the Library have been approved by the Mayor's Office. Requisitions have not been approved because of projected deficits in our salary and fringe budget unrelated to the revenue shortfalls. Contributing to the projected deficit are: 1) the half-percent increase in the Library's budgeted attrition savings rate recommended by the Budget Analyst and adopted by the Board of Supervisors when they approved the Library's 2002-03 budget; and, 2) the practice of assigning additional hours to part-time staff primarily in the Branch Library System and Main Library that brought people above their budgeted requisition level. The additional hours assigned translate into costs that are not provided for in the budget. To mitigate potential deficits, the Library will bring all employees assigned extra hours down to their budgeted requisition levels in January 2003. Reducing hours to budgeted requisition levels is a cost-avoidance measure that will bring spending in-line with the budget, eliminate projected deficits, and allow the Library to more routinely hire people when vacancies occur.

Budget Year – 2003-04

1. There will be no growth in Library revenue in 2003-04. As instructed, we will use the Library's revised current year revenue base as our revenue base for 2003-04.

2. At current service and staffing levels, the cost of service will increase. The Library's baseline costs are estimated to increase by $1.069 million. Attachment B contains a summary of the 2003-04 baseline cost adjustments.

3. Our estimate includes a 2% general salary increase of $780,000 effective July 1, 2003. All bargaining unit contracts between the City and its employees expire on June 30, 2003 and we won't know until at least April 2003, the outcome of negotiations. Because we are required to absorb all baseline cost increases within our revenue base, it is prudent to account for this significant cost in our planning now.

4. The combination of flat revenue and increases in the Library's baseline budget result in a projected deficit of $1.069 million in 2003-04. The budget we submit to the Mayor in February must be balanced which means that we must cut costs by $1.069 million.

5. Cutting current year budgets by 3%, rolling the cut forward into 2003-04, and absorbing baseline cost increases with 3% less funding, leaves a remaining shortfall of $70 million in 2003-04. To close this gap, departments are directed to submit a plan to the Mayor for an additional 5% cut in General Fund support. For the Library, this is $1.536 million and is in addition to the $1.069 million cut we include in the budget. Planned reductions total $2.605 million – $1.069 million to be included in the budget and $1.536 million submitted as a contingency.

As reported previously, the Board of Supervisors is considering legislation that requires the Mayor to submit a budget to the Board earlier than currently required. Notwithstanding the proposed legislation, the Mayor has instructed departments to submit their 2003-04 budgets to the Controller by February 21, 2003.

Our planning assumed that we would submit a budget to the Controller in January, that the Commission would review proposed reductions in December, and take final action on the Library's budget in January. Because of the schedule change, budget reduction proposals will be presented to the Commission in January and final action on the Library's budget could be taken at subsequent meetings in January or February 2003.

You can call me at (415) 557-4248 if you have questions before the December 3rd meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen Lucey, Budget Officer

11/26/2002

PUBLIC LIBRARY
FY 2003-04 REVENUE AND BUDGET ESTIMATES

ATTACHMENT A

2002-03	**Base**	**Change**	**Total**
Sources			
Gen Fund	$ 31,134,097	$ (400,000)	$ 30,734,097
Prop Tax	$ 22,390,000	$ 400,000	$ 22,790,000
Total	$ **53,524,097**	$ -	$ **53,524,097**
Budget			
Base	$ **53,524,097**	$ -	$ **53,524,097**
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ **53,524,097**	$ -	$ **53,524,097**
VARIANCE	$ -	$ -	$ -

2003-04	**Baseline Budget**	**5% Contingency Reductions**	**Revised**
Sources			
Gen Fund	$ 30,734,097	$ (1,536,705)	$ 29,197,392
Prop Tax	$ 22,790,000	$ -	$ 22,790,000
Total	$ **53,524,097**	$ **(1,536,705)**	$ **51,987,392**
Budget			
Base	$ **53,524,097**	$ -	$ **53,524,097**
Onetime Adj.	$ (492,867)	$ -	$ (492,867)
Annualized Costs (MOU)	$ 48,800	$ -	$ 48,800
Annualized Costs (FTE)	$ 44,875		$ 44,875
Retirement Add-back	$ 110,732	$ -	$ 110,732
Attrition Adj.	$ 194,784	$ -	$ 194,784
Step M	$ 57,875	$ -	$ 57,875
Rent Increases	$ 18,000		$ 18,000
Work Order (5%).	$ 69,642		$ 69,642
Bldg/Equip Maint (5%)	$ 40,554		$ 40,554
SSC - 190-9th	$ 196,366	$ -	$ 196,366
	$ **53,812,858**	$ -	$ **53,812,858**
VARIANCE	$ **(288,761)**	$ **(1,536,705)**	$ **(1,825,466)**
Unknown Costs			
MOU COLA (est 2%)	$ 780,000	$ -	$ 780,000
		$ -	$ -
TOTAL VARIANCE	$ **(1,068,761)**	$ **(1,536,705)**	$ **(2,605,466)**

ATTACHMENT B

DESCRIPTION OF 2003-04 BASELINE BUDGET ADJUSTMENTS

One-time Adjustments	Reduction for items budgeted in FY 2002-03 that by definition are non-permanent or non-recurring. This includes all funds budgeted in the current fiscal year for equipment, facilities maintenance projects, capital and building repair projects, and technology upgrades. In FY 2002-03, the Library budgeted $1,784,768 for one-time cost items – including $600,000 to purchase and install a new integrated library system. Of the $1.785 million budgeted, $492,867 came from baseline Prop E allocations and $1,291,893 came from the Library Preservation Fund reserve.	- $492,867
Annualized Costs (MOU)	This adjustment annualizes the cost of MOU salary increases for Library employees that took effect after July 1, 2002. The current year budget provides funding to cover the cost from the effective date of the increase to the end of the fiscal year. For example, if a salary adjustment was effective on October 1, 2002 the current year budget has funding for only 9 months. This adjustment adds dollars to the 2003-04 budget to cover the remaining 3 months that are not in the base budget. This adjustment affects MEA and trade union employees.	$48,800
Annualized Costs (FTE)	This adjustment annualizes the cost of new positions that are only partially funded in FY 2002-03 because their effective dates occurred after July 1, 2002. City budget policy is to budget all new positions with effective dates of October 1. This adjustment adds dollars to the budget for the months that are not in the base budget. This adjustment annualizes the cost of a 3632 Librarian II (Mission Bay) that had an effective date of January 1, 2003; and a 3616 Librarian Technician in Technical Services that had an effective date of October 1, 2002.	$44,875
Retirement Add-Back	Estimated cost of restoring the budget for retirement benefits for employees who agreed to pay 2.75% of their salary towards the City's contribution to the retirement program in the current fiscal year. Also includes a 1% increase to base salaries effective July 1, 2002 for employees that participated in the program.	$110,732
Attrition Savings Adjustment	Estimated cost of reducing the Library's budgeted attrition savings requirement from 4.9% to 4.4%. On the recommendation of the Budget Analyst, the Board of Supervisors increased the Library's budgeted attrition rate by 0.5% in FY 2002-03. The higher attrition savings requirement is causing operational and service problems and forcing the Library to hold positions vacant longer than usual to achieve savings and avoid deficits.	$194,784
Salary Step Increases (Step M)	Estimated cost of annual salary step adjustments for employees who are not at the top step of their salary range. Also includes funds for salary driven fringe benefits (OASDI, retirement, and unemployment insurance).	$57,875
Rent Increases	CPI lease adjustments for Glen Park, Ingleside, Portola, and Visitacion Valley Branch Libraries.	$18,000
Work Orders	Estimated cost of covering increases in services provided the Library by other City Departments. Also includes funds to cover increases in workers compensation payments (paid through a work order with DHR). Reflects a 5% increase to base budget work orders.	$69,642
Bldg/Equipment Maintenance	Estimated cost of covering increases building and equipment maintenance contracts. Reflects a 5% increase to base budget service/maintenance contracts.	$40,554
Support Services Center	Cost of operating the Support Services Center located at 190-9th Street. Includes funds for 1.5 FTE, building maintenance supplies and materials, and utilities.	$196,366
MOU General Salary Increases	Estimated cost of a 2% general salary increase. MOUs between the City and employee bargaining units expire 6/30/03. New contracts are being negotiated and costs will not be known until at least April 2003. Each 1% increase in salaries will cost the Library approximately $390,000.	$780,000
TOTAL		$ 1,068,761

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, November 21, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 17, 2002.
   Explanatory document: draft Minutes

2. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
   (This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
   This report will consist of *an informational presentation*: Mission Bay public art project update: *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: a primer on financial reports, July-September 2002 Quarterly Report
   Explanatory documents: current Bond Program Budget and detailed schedules, quarterly report

3. BLIP ADVISORY COMMITTEE REPORT — DISCUSSION
   (This item is to allow the Branch Library Improvement Bond Program Advisory Committee to inform the Commission of their current and proposed activities.)

4. PUBLIC COMMENT
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

5. PUBLIC EMPLOYEE PERFORMANCE — ACTION
   EVALUATION: Commission Secretary, Michael Housh
   City Librarian, Susan Hildreth

   Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the Commission Secretary, Michael Housh's performance.

   Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the City Librarian, Susan Hildreth's performance.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.14(a): motion and vote to disclose any or all of the information discussed in the closed session evaluation of Commission Secretary, Michael Housh; and motion and vote to disclose any or all of the information discussed in the closed session evaluation of City Librarian Susan Hildreth.

6. ADJOURNMENT (requires motion and public comment) ACTION

11/14/02 - M.Housh, Commission Secretary

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Reports for the November 21, 2002 Library Commission meeting

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SAN FRANCISCO
PUBLIC LIBRARY

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
November 21, 2002

			BUDGET		REVENUE: FUND STRATEGY				REVENUE: FUND STATUS		EXPENDITURES/ENCUMBRANCES	
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop. A Bonds	State Prop 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Oct-02	New This Month
											B	
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	21,569	0
IN	7516A	Ingleside[1]	1,770,000	1,770,000	1,770,000	(4)		1,770,000	1,770,000	1,770,000	45,205	0
PL	7519A	Portola[1]	1,770,000	1,770,000	530,909	1,239,091 (4)		1,770,000	1,770,000	1,770,000	2,352	2,276
VV	7521A	Visitacion Valley[1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500		0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	2,725	743
		SUBTOTAL	*16,480,000*	*17,684,000*	*16,444,909*	*1,239,091*	-	*17,684,000*	*16,325,500*	*16,325,500*	*71,851*	*3,019*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	1,400,825	2,228,175		3,629,000	1,400,825	1,400,825	354,976	39,314
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	17,673	13,942
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	50,416	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	23,539	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	20,837	16,893
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	324,039	13,537
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000		0
		SUBTOTAL	*29,430,000*	*26,578,000*	*19,249,825*	*6,928,175*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*791,480*	*83,686*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	(4)		2,618,000	665,000	665,000		0
PL	7520A	Portola	2,800,000	2,618,000	785,266	1,832,734 (4)		2,618,000	665,000	665,000	338	338
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750		0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125		0
		SUBTOTAL	*17,460,000*	*15,096,000*	*13,263,266*	*1,832,734*	-	*15,096,000*	*5,796,375*	*5,796,375*	*48,387*	*338*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000		0		0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0		0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000			3,382,000	70,000	70,000		0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0		0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	-	-	*14,620,500*	*70,000*	*70,000*	*0*	*0*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000		0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,686,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*0*	*0*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	8,731	2,726
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	88,314	1,371
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	276,058	37,982
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	12,671	67[illegible]
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000		0
FE		Furniture & Equipment Resen	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	147,474	0
SF		Program Reserve	1,875,000	5,529,500	5,529,500			5,529,500	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*31,921,500*	*16,921,500*	*0*	*15,000,000*	*31,921,500*	*4,835,925*	*4,835,925*	*653,248*	*42,751*
TOTAL			**133,265,000**	**133,265,000**	**105,865,000**	**10,000,000**	**17,400,000**	**133,265,000**	**43,200,000**	**43,200,000**	**1,564,966**	**129,794**

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation
(4) Prop. 14 applications may be submitted for these projects

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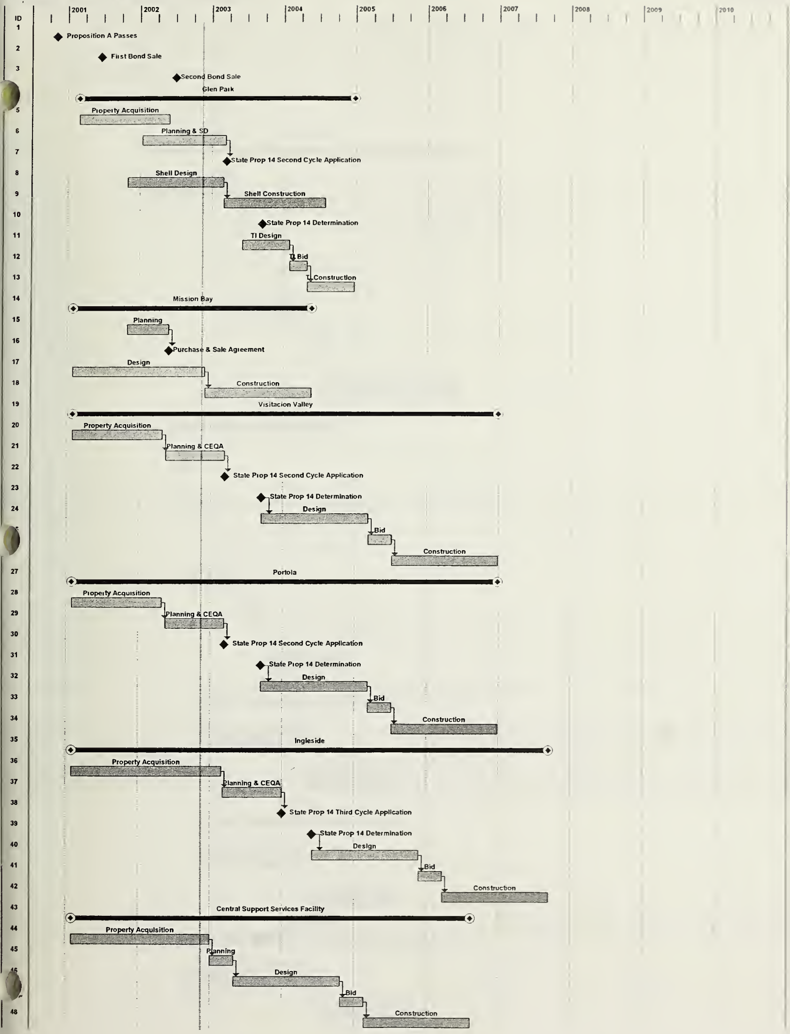
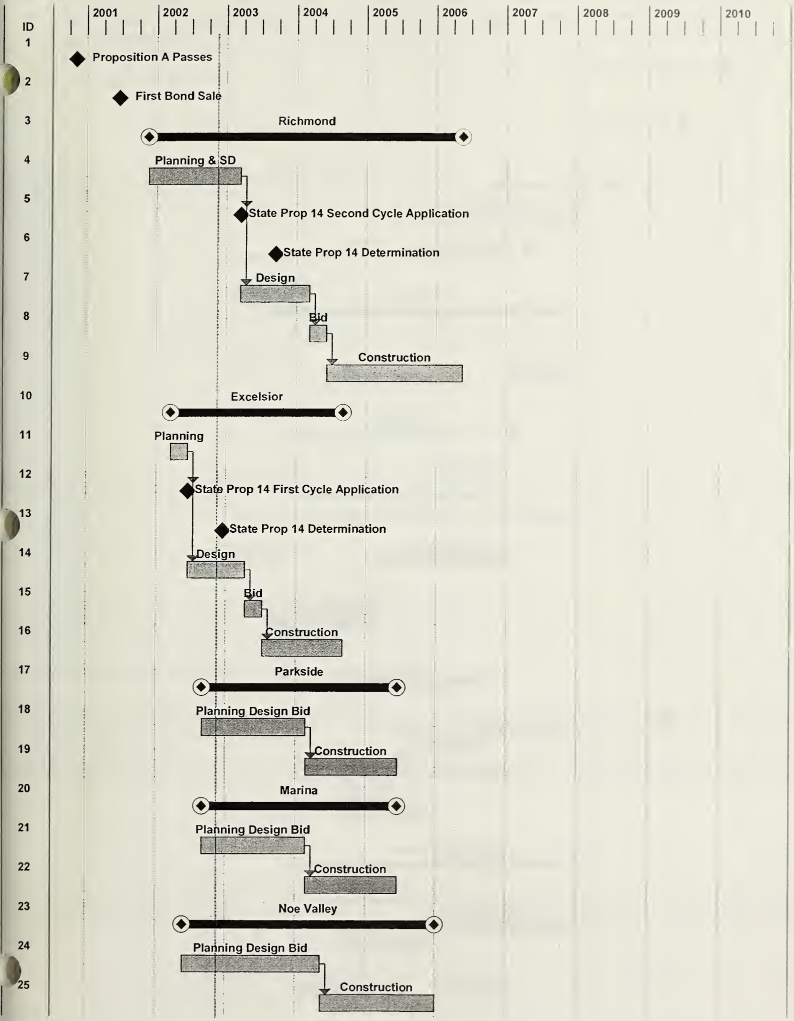
PHASES 1 & 2 NEW CONSTRUCTION 06-20-02



PHASE 1 DETAILED SCHEDULE

06-20-02



PHASE 2 DETAILED SCHEDULE

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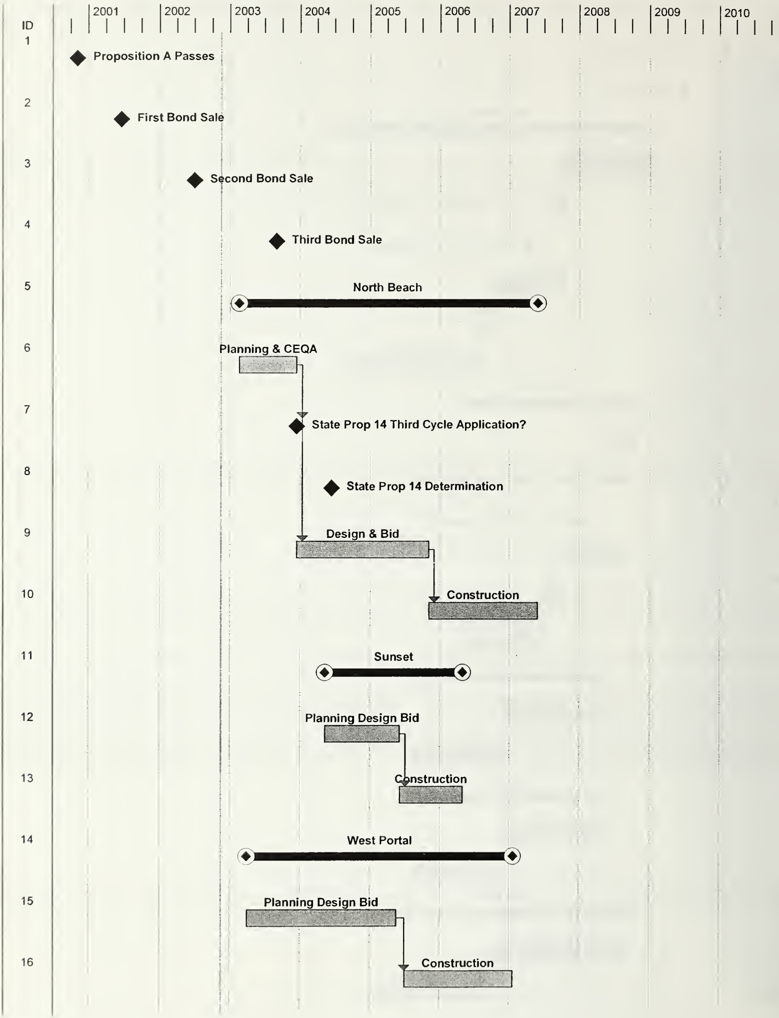
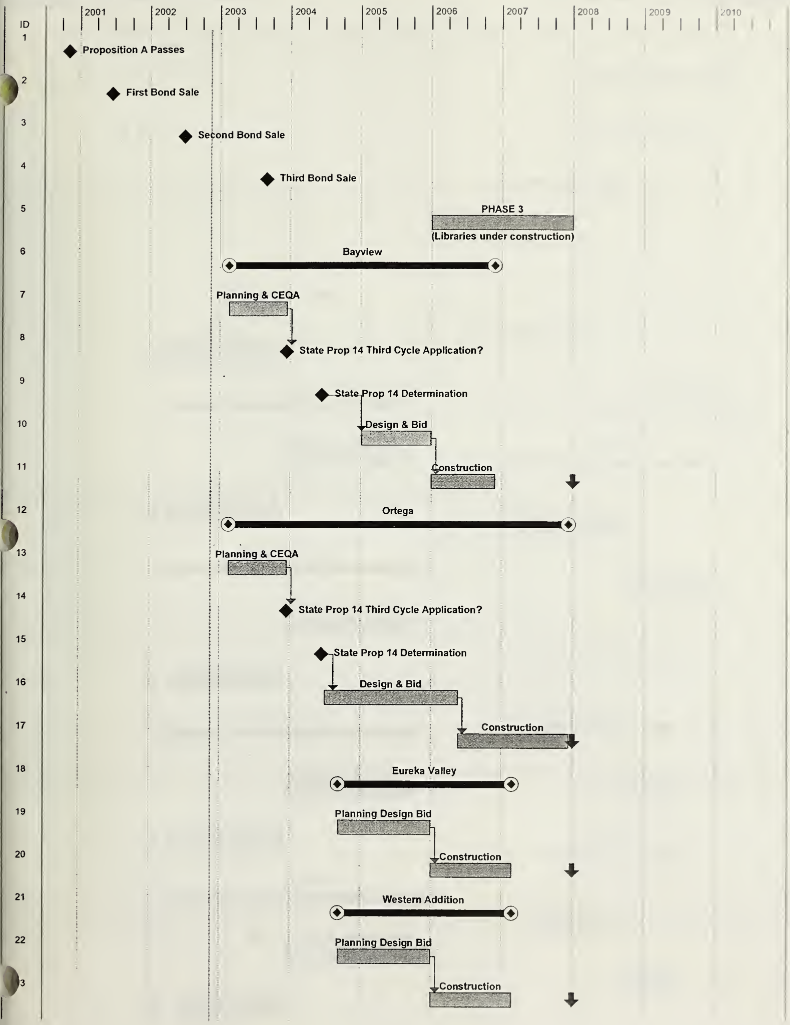


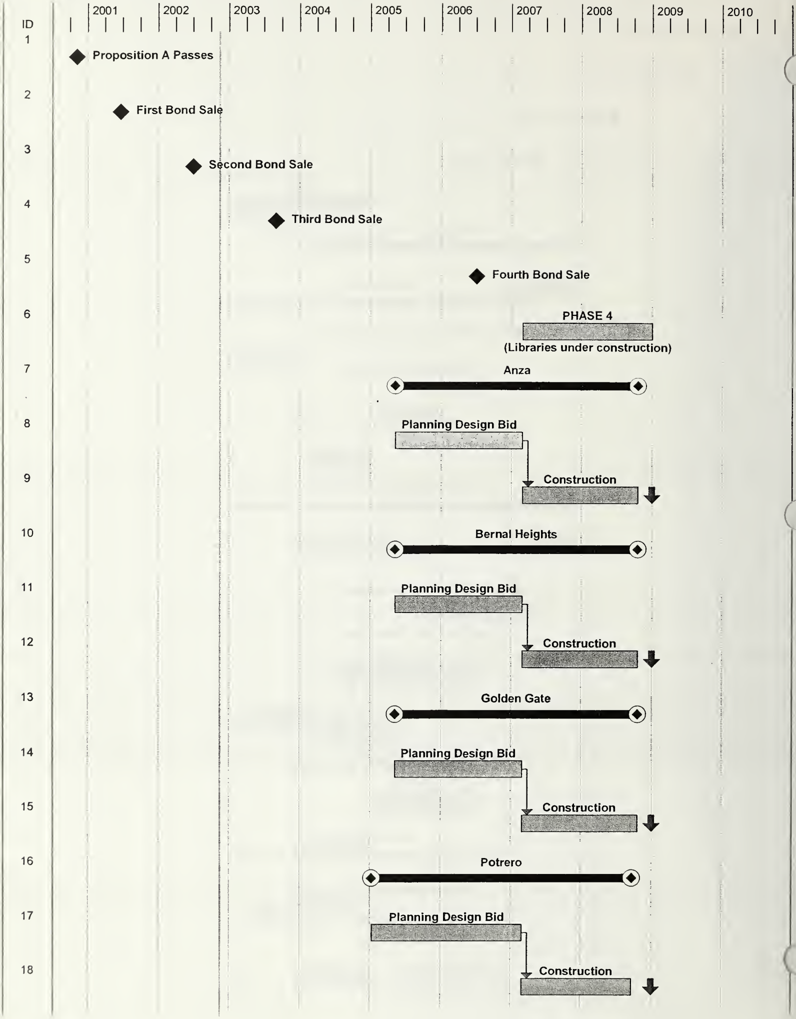
PHASE 3 DETAILED SCHEDULE

06-20-02



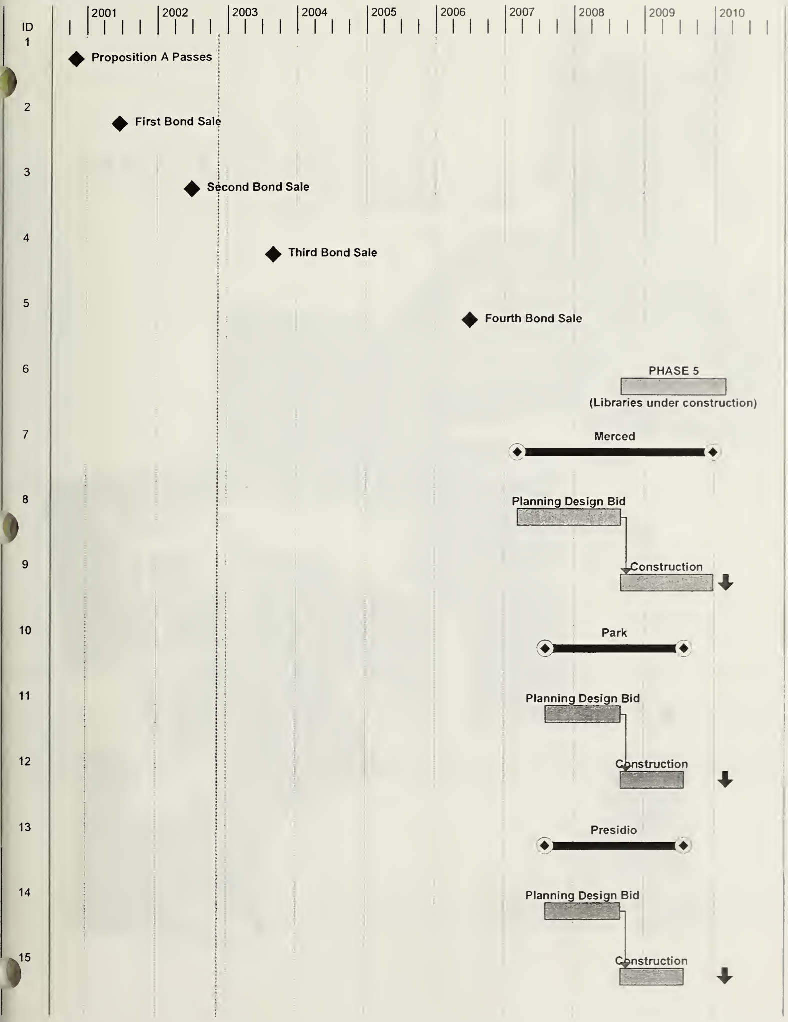
PHASE 4 DETAILED SCHEDULE

06-20-02



PHASE 5 DETAILED SCHEDULE

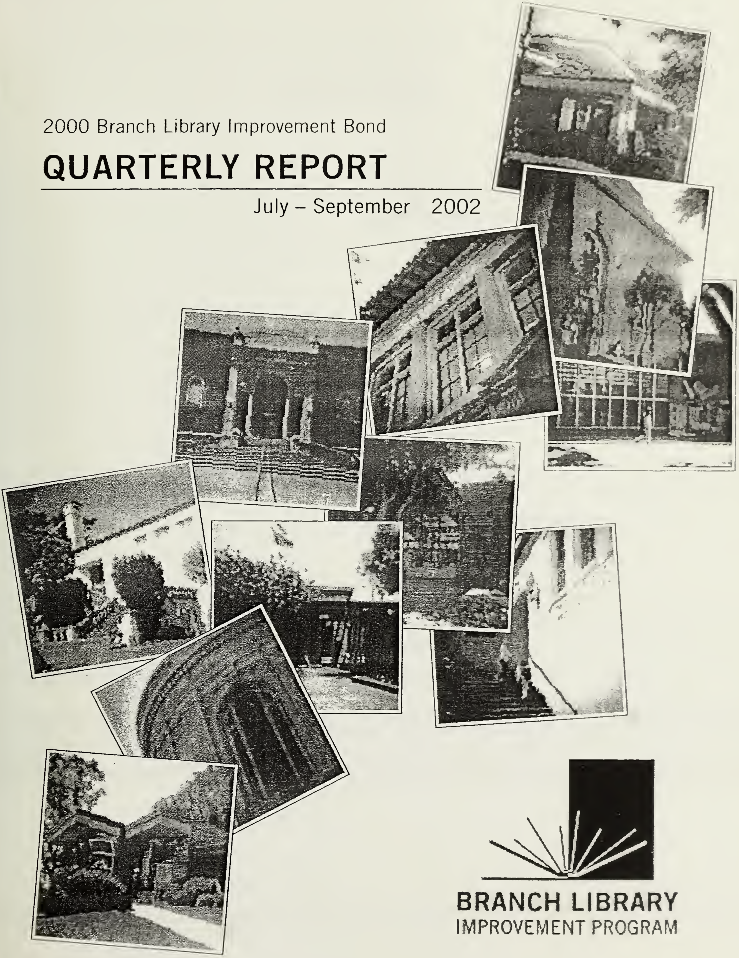
06-20-02



2000 Branch Library Improvement Bond

QUARTERLY REPORT

July – September 2002



BRANCH LIBRARY
IMPROVEMENT PROGRAM

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- Program Management Activities

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- Expenditures

Executive Summary
Quarterly Report
July – September 2002

Program Summary

- Voters approved the Branch Library Improvement Bond in November 2000.
- The Branch Bond Program consists of 24 branch library projects & a System-wide Support Services Center.
- The branch library projects include rehabilitation of 19 libraries & construction of 5 new libraries. Four of the five new libraries will replace existing branches which operate in leased space. The fifth, at Mission Bay, will be a new branch in a new neighborhood.
- The goals of the Branch Bond program are to increase public safety through seismic strengthening & hazardous materials abatement; increase accessibility by conforming with the Americans with Disabilities Act (ADA); improve infrastructure through modernization & code compliance upgrades; & improve public library service & functionality through reconfigured interior spaces, adaptations for technology &, where possible, expansion.

Program Schedule

- The program schedule is divided into a site acquisition phase & five phases for design & construction of the branches. The schedule provides for completion of all library projects by the spring of 2010.
- All projects are on schedule at this time.

Budget/Financial Plan

- The Financial Plan establishes the following source of funds for the $133,265,000 Program Budget:

City Prop. A Bonds	$105,865,000
City ESP Bonds	2,400,000
State Prop. 14 Bonds	10,000,000
Friends & Foundation	15,000,000

- A total of $1,435,172 has been *expended or encumbered* as of September 30, 2002:

City Prop. A Bonds	$1,124,670
City ESP Bonds	310,502
State Prop. 14 Bonds	0
Friends & Foundation	0
Total	$1,435,172

- Actual *expenditures* through September 30, 2002 are as follows:

City Prop. A Bonds	$1,005,275
City ESP Bonds	249,932
State Prop. 14 Bonds	0
Friends & Foundation	0
Total	$1,255,207

- The second sale of Proposition A Bonds, in the amount of $23,135,000, occurred in September 2002. These Prop. A bond funds, were appropriated in the City's FY 2002-03 annual budget.
- The Library Commission has approved a baseline financial plan with funds allocated for each project & for program-wide costs. In January, an additional program reserve was established to cover the possibility that Prop. 14 funding is not fully granted.

Project Status Summary

- The following Projects are in Land Acquisition:

Glen Park	The Glen Park branch will be located on the 2nd floor of a mixed-use development at the corner of Diamond & Wilder. The Library Commission accepted the purchase & sale agreement and the Board of Supervisors will consider it upon completion of planning approvals.
Ingleside	A letter of intent was accepted by the owner of 1298 Ocean Avenue.
Mission Bay	The Board of Supervisors Finance Committee approved the purchase & sale agreement in September.
Portola	An appraisal & surveys have been commissioned to purchase a portion of the MLK, Jr. Middle School grounds.
Visitacion Valley	Three sites are still under consideration, & efforts are being made to find a partner to develop the larger site.
Support Services Center	The purchase & sale agreement for 190 9th Street was approved by the Library Commission and forwarded to the Board of Supervisors in September.

- The following projects are in Design:

Excelsior	An application to the State for Prop. 14 funding was submitted on June 13. A decision is expected by Dec 2.
Glen Park	An appeal on the project was filed with the City Planning Commission.
Marina	A community meeting was held and a public survey was released in September.
Mission Bay	Four public art proposals were put on display. The Design Peer Panel reviewed schematic design in September.
Noe Valley	A community needs assessment was released in September.
Parkside	A community meeting was held and a public survey was released in September.
Richmond	The Design Peer Panel reviewed schematic design in August. An application for environmental review is being prepared. An application to the State for Prop. 14 funding will be made in March 2003. Three artists were selected to submit proposals in September.

Program Management Activities

- The second bond sale occurred in September. Appropriation of these funds was included in the FY 2002-03 budget approved by the Board of Supervisors.
- An MOU between the City Librarian & Director of DPW was signed in June.
- To date, library & management staff have sponsored or attended 59

community meetings to update neighborhood & merchant groups.

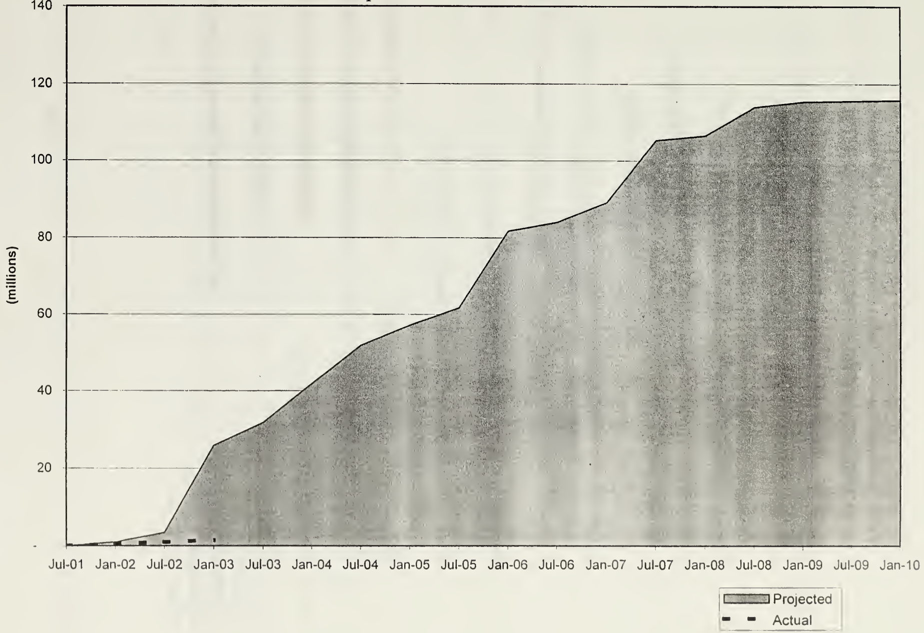
- Program budget reports are presented monthly to the Commission. Budget changes were last approved in June (Mission Bay branch budget).
- Program schedule reports are presented monthly to the Commission. Schedule changes were last approved in June.
- Six projects are eligible for art enrichment: Glen Park, Ingleside, Mission Bay, Portola, Richmond & Visitacion Valley. An art enrichment master plan was presented to the Library Commission in May. Artist selection panels are being elected in communities with active eligible design projects.
- A Design Excellence Program was presented to the Library Commission in May. Elements included are Architectural/Engineering selection process, design review process, & public review process.
- An RFQ for architects for the first two phases of renovation projects was advertised in August. Selection is expected next quarter.

Scope of Work

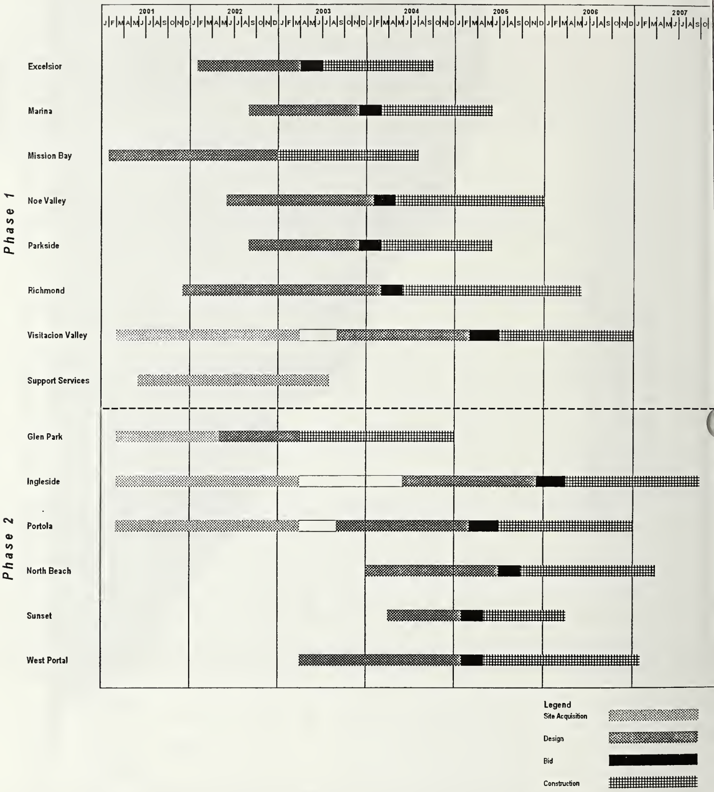
The bond program includes site acquisition and new construction of five branch libraries, and renovation and/or expansion of 19 existing branches and a support services center. Renovations will include some or all of the following: seismic strengthening, hazardous material abatement, Americans with Disabilities Act conformance, code compliance, electrical and mechanical upgrades, technology improvements, and reconfiguration of interior spaces.

	Renovation and/or Expansion	Site Acquisition	New Construction
Anza	●		
Bayview	●		
Bernal Heights	●		
Eureka Valley	●		
Excelsior	●		
Glen Park		●	●
Golden Gate	●		
Ingleside		●	●
Marina	●		
Merced	●		
Mission Bay		●	●
Noe Valley	●		
North Beach	●		
Ortega	●		
Park	●		
Parkside	●		
Portola		●	●
Potrero	●		
Presidio	●		
Richmond	●		
Sunset	●		
Visitacion Valley		●	●
West Portal	●		
Western Addition	●		
Support Services Center	●	●	

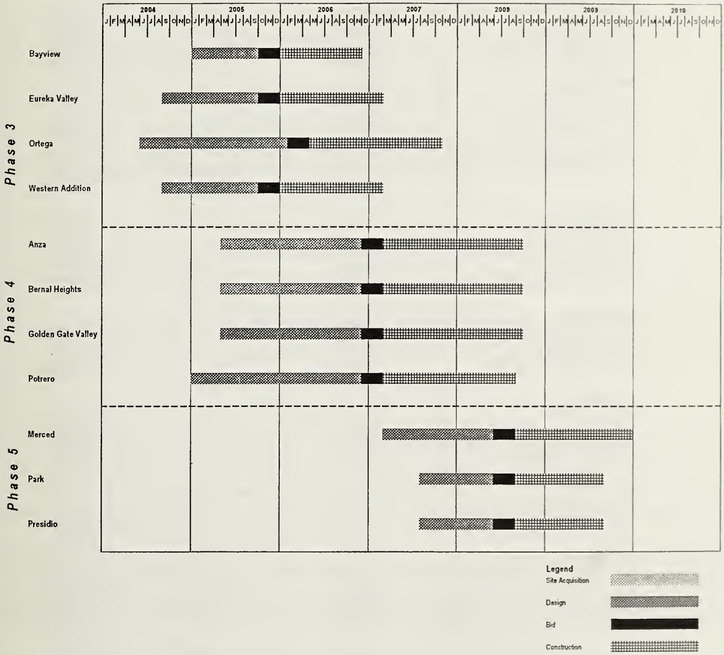
Program Cash Flow
Projected and Actual
Expenditures and Encumbrances



Current Bond Program Schedule



Current Bond Program Schedule



Budget Report-2000 Branch Library Bond Revenue Plan

	JOB #	Branch	REVENUE City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources
Phase 0 Projects						
GP	7514A	Glen Park	3,428,000	(3)		3,428,000
IN	7516A	Ingleside	1,770,000	(3)		1,770,000
PL	7519A	Portola	530,909	1,239,091 (3)		1,770,000
VV	7521A	Visitacion Valley	2,090,000	(3)		2,090,000
SC	7523A	Support Services	8,626,000			8,626,000
		SUBTOTAL	*16,444,909*	*1,239,091*	-	*17,684,000*
Phase 1 Projects						
EX	7525A	Excelsior	1,400,825	2,228,175		3,629,000
MA	7510A	Marina	3,904,500			3,904,500
MB	7518A	Mission Bay	3,957,000			3,957,000
NV	7511A	Noe Valley	4,189,500			4,189,500
PS	7512A	Parkside	2,736,000			2,736,000
RI	7513A	Richmond	41,500	4,700,000 (3)	2,400,000 (1)	7,141,500
VV	7522A	Visitacion Valley	3,020,500	(3)		3,020,500
		SUBTOTAL	*19,249,825*	*6,928,175*	*2,400,000*	*28,578,000*
Phase 2 Projects						
GP	7515A	Glen Park	1,253,000	(3)		1,253,000
IN	7517A	Ingleside	2,618,000	(3)		2,618,000
PL	7520A	Portola	785,266	1,832,734 (3)		2,618,000
NB	7526A	North Beach	3,287,003	(3)		3,287,003
SS	7527A	Sunset	1,415,500			1,415,500
WP	7528A	West Portal	3,904,500			3,904,500
		SUBTOTAL	*13,263,269*	*1,832,734*	-	*15,096,003*
Phase 3 Projects						
BV	7529A	Bayview	3,629,003	(3)		3,629,003
EV	7530A	Eureka Valley	4,351,000			4,351,000
OR	7531A	Ortega	3,382,000	(3)		3,382,000
WA	7532A	Western Addition	3,258,500			3,258,500
		SUBTOTAL	*14,620,503*	-	-	*14,620,503*
Phase 4 Projects						
AZ	7533A	Anza	4,503,000			4,503,000
BE	7534A	Bernal Heights	5,082,500			5,082,500
GG	7435A	Golden Gate Valley	5,073,000			5,073,000
PT	7536A	Potrero	4,018,500			4,018,500
		SUBTOTAL	*18,677,000*	*0*	*0*	*18,677,000*
Phase 5 Projects						
ME	7537A	Merced	3,990,000			3,990,000
PK	7538A	Park	1,244,500			1,244,500
PD	7539A	Presidio	1,453,500			1,453,500
		SUBTOTAL	*6,688,000*	*0*	*0*	*6,688,000*
Program-Wide Services & Costs						
LM	7501A	Library Program Costs	800,000			800,000
CS	7500A	Program Consultants	750,000			750,000
PM	7509A	City Program Management	3,600,000			3,600,000
RE	7502A	Real Estate Dept	120,000			120,000
AE	7503A	Art Enrichment Fund	302,000			302,000
RM		Relocation & Moving Reserve	4,320,000			4,320,000
FE		Furniture & Equipment Reserve	0		15,000,000 (2)	15,000,000
FC		Bond Financing Costs	1,500,000			1,500,000
SF		Program Reserve	5,529,500			5,529,500
		SUBTOTAL	*16,921,500*	*0*	*15,000,000*	*31,921,500*
TOTAL			**105,865,006**	**10,000,000**	**17,400,000**	**133,265,006**

(1) Earthquake Safety Program funds remaining for Branch Libraries

(2) Private donations from Friends & Foundation

(3) Prop. 14 applications may be submitted for these projects

Budget Report-2000 Branch Library Bond Expenditures

Job #	Branch		Baseline Budget (10/01)	Current Budget (7/02)	Actual Expenditures & Encumbrances 30-Jun-02
Phase 1 Projects					
Excelsior	Soft Costs		955,000	907,250	315,662
EX 7525A	Construction Costs		2,865,000	2,721,750	
		SUBTOTAL	3,820,000	3,629,000	315,662
Marina	Soft Costs		1,027,500	976,125	3,731
MA 7510A	Construction Costs		3,082,500	2,928,375	
		SUBTOTAL	4,110,000	3,904,500	3,731
Mission Bay	Site Aquistion		3,350,000	3,957,000	50,416
MB 7518A					
		SUBTOTAL	3,350,000	3,957,000	50,416
Noe Valley	Soft Costs		1,323,000	1,256,850	23,539
NV 7511A	Construction Costs		3,087,000	2,932,650	
		SUBTOTAL	4,410,000	4,189,500	23,539
Parkside	Soft Costs		720,000	684,000	3,944
PS 7512A	Construction Costs		2,160,000	2,052,000	
		SUBTOTAL	2,880,000	2,736,000	3,944
Richmond	Soft Costs		2,289,000	2,174,550	310,502
RI 7513A	Construction Costs		5,341,000	4,966,950	
		SUBTOTAL	7,630,000	7,141,500	310,502
Visitacion Valley	Site Aquistion		2,090,000	2,090,000	
VV 7522A	Soft Costs		807,500	767,125	
	Construction Costs		2,422,500	2,253,375	
		SUBTOTAL	5,320,000	5,110,500	-
Sup. Srvs	Site Aquistion		9,080,000	8,626,000	1,982
SC 7524A					
		SUBTOTAL	9,080,000	8,626,000	1,982
Phase 2 Projects					
Glen Park	Site Aquistion		1,770,000	3,428,000	21,569
GP 7515A	Soft Costs		700,000	317,500	37,815
	Construction Costs		2,100,000	935,500	
		SUBTOTAL	4,570,000	4,681,000	59,384
Ingleside	Site Aquistion		1,770,000	1,770,000	45,205
IN 7517A	Soft Costs		700,000	665,000	
		SUBTOTAL	4,570,000	4,388,000	45,205
Portola	Site Aquistion		1,770,000	1,770,000	76
PL 7520A	Soft Costs		700,000	665,000	
	Construction Costs		2,100,000	1,953,000	
		SUBTOTAL	4,570,000	4,388,000	76
North Beach	Soft Costs		865,000	821,750	
NB 7526A	Construction Costs		2,595,000	2,465,250	
		SUBTOTAL	3,460,000	3,287,000	-
Sunset	Soft Costs		447,000	424,650	10,234
SS 7527A	Construction Costs		1,043,000	990,850	
		SUBTOTAL	1,490,000	1,415,500	10,234
West Portal	Soft Costs		1,233,000	1,171,350	
WP 7528A	Construction Costs		2,877,000	2,733,150	
		SUBTOTAL	4,110,000	3,904,500	-
Phase 3 Projects					
Bayview	Soft Costs		955,000	907,250	
BV 7529A	Construction Costs		2,865,000	2,721,750	
		SUBTOTAL	3,820,000	3,629,000	-
Eureka Valley	Soft Costs		1,145,000	1,087,750	
EV 7530A	Construction Costs		3,435,000	3,263,250	
		SUBTOTAL	4,580,000	4,351,000	-
Ortega	Soft Costs		890,000	845,500	
OR 7531A	Construction Costs		2,670,000	2,536,500	
		SUBTOTAL	3,560,000	3,382,000	-
Western Addition	Soft Costs		857,500	814,625	
WA 7532A	Construction Costs		2,572,500	2,443,875	
		SUBTOTAL	3,430,000	3,258,500	-

	Job #	Branch	Baseline Budget (10/01)	Current Budget (7/02)	Actual Expenditures & Encumbrances 30-Jun-02
Phase 4 Projects					
Anza		Soft Costs	1,422,000	1,350,900	
AZ	7533A	Construction Costs	3,318,000	3,152,100	
		SUBTOTAL	4,740,000	4,503,000	-
Bernal Heights		Soft Costs	1,605,000	1,524,750	
BE	7534A	Construction Costs	3,745,000	3,557,750	
		SUBTOTAL	5,350,000	5,082,500	-
Golden Gate Valley		Soft Costs	1,602,000	1,521,900	
GG	7435A	Construction Costs	3,738,000	3,551,100	
		SUBTOTAL	5,340,000	5,073,000	-
Potrero		Soft Costs	1,057,500	1,004,625	
PT	7536A	Construction Costs	3,172,500	3,013,875	
		SUBTOTAL	4,230,000	4,018,500	-
Phase 5 Projects					
Merced		Soft Costs	1,050,000	997,500	
ME	7537A	Construction Costs	3,150,000	2,992,500	
		SUBTOTAL	4,200,000	3,990,000	-
Park		Soft Costs	327,500	311,125	
PK	7538A	Construction Costs	982,500	933,375	
		SUBTOTAL	1,310,000	1,244,500	-
Presidio		Soft Costs	459,000	436,050	
PD	7539A	Construction Costs	1,071,000	1,017,450	
		SUBTOTAL	1,530,000	1,453,500	-
Program-Wide					
LM	7501A	Library Program Costs	800,000	800,000	6,005
CS	7500A	Program Consultants	750,000	750,000	86,943
PM	7509A	City Program Management	3,600,000	3,600,000	238,076
RE	7502A	Real Estate Dept	120,000	120,000	120,000
AE	7503A	Art Enrichment Fund	0	302,000	11,999
RM		Relocation & Moving Reserve	4,360,000	4,320,000	
FE		Furniture & Equipment Reserve	15,000,000	15,000,000	
FC		Bond Financing Costs	1,500,000	1,500,000	147,474
SF		ProgramReserve	1,675,000	5,529,500	
		SUBTOTAL	*27,805,000*	*31,921,500*	*610,497*
TOTAL			**133,265,000**	**133,265,000**	**1,435,172**

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San Francisco Public Library Commission
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Michael Housh
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, November 21, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, November 21, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Chin, Steiman, Streets, and Strobin. Commissioner Coulter joined the meeting at 4:18PM. President Higueras' arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2002 COMMISSION MEETING

An anonymous member of the public observed that the minutes eviscerated the meaning from discussions and comments offered. Mr. Peter Warfield noted that the agenda packet did not include copies of draft minutes, wondered if there were different mailing lists for Commission meeting documents, and reiterated comments he had made at the October 17th meeting concerning alternative library locations.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2002 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the October 17, 2002 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Steiman, Streets, and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Deputy City Librarian Underwood gave the regular program report in the absence of Bond Program Manager Marilyn Thompson. He began the report by introducing Ms. Julie Moran, of the Public Art Program of the Arts Commission. Ms. Moran reported to the Commissioners concerning the selection of a design by Vincent Koloski as the Mission Bay Branch Artwork Proposal,(copy attached).

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public commented that addressing public art was inherently controversial and questioned that the process by which this work was selected. Mr. Peter Warfield inquired about what steps would be taken before final approval of the artwork, but found merit in that its design related to books and words.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (Public Artwork Report)

In response to questions by Commissioner Chin and Vice President Steiman concerning potential glare created by the artwork's lighting and its use of colors, Ms. Moran explained that the final designs and the finished appearance of the artwork would be fully reviewed by the Art Commission before the final approvals were given.

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (cont'd)

The Deputy City Librarian then updated the Commission concerning the current Budget Report,(copy attached) noting there were no changes since the last report, and the Schedule Report, (copy attached) also noting no changes since the previous report. Mr. Underwood next gave a Site Acquisitions Report on recent activities regarding the Glen Park Branch, the Mission Bay Branch, the Portola Branch, the Ingleside Branch, the Visitacion Valley Branch, and the Support Services Facility. The Deputy City Librarian then provided an Active Projects report calling attention to recent developments regarding the Richmond Branch, the Excelsior Branch, the Noe Valley Branch, the Marina and Parkside Branches, and concerning Branch Library Improvement Bond Program design services RFQs (request for qualifications). Mr. Underwood next gave the Commissioners a community outreach update informing them of :an Excelsior Branch community meeting sponsored by the Library on December 7 and the Library had been invited to attend meetings of the Ingleside Terrace Association on 11/16/02, the Westwood Park Association on 11/19/02, and the Glen Park Marketplace Open House on 11/21/02. The Deputy City Librarian noted that Branch Library Improvement Bond Program information on the Library's Website was being continually updated and that the Sept/November edition of the Bond Program newsletter was available. The Deputy City Librarian then introduced Mr. Douglas Legg, Office of Financial Management & Administration, Department of Public Works who presented a special report, A Primer on Financial reports, (copy attached).

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Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public called attention to the significant amounts of information included in the report. Mr. Peter Warfield suggested that information in greater detail on each project was needed than was provided in the reports, and finding the primer useful, requested that he receive a copy of the slide presentation. Mr. Warfield requested that reports highlighting where changes in budget and schedule occurred be provided. Mr. Warfield also requested more information concerning upcoming community meetings.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to questions by Commissioner Streets concerning how the staff proposed to address any budget shortfall in the Branch Library Improvement Bond Program resulting from not receiving sufficient Prop. 14 (State Library Bond) funds, the City Librarian outlined how the Program Budget included a $5 million budget reserve. Ms. Hildreth then discussed the prospect for a new state library bond being placed before the voters that would provide additional opportunities to compete for state bond funds to fill in for any not received through Prop. 14.noting that by the conclusion of the third cycle of Prop. 14 funding the Library would understand the complete revenue picture for completion of the bond program projects and be able to respond to unmet needs. In response to additional questions by Commissioner Streets, Ms. Hildreth discussed budget contingencies built into each project. Commissioner Streets suggested that detailed reports on each Bond Program project such as those presented on the Chinatown project be provided to the Commission. In response to a query by Vice President Steiman, the City Librarian outlined the various steps in the process of addressing the appeal made to the Planning Commission concerning the Glen Park Market Place Project. Ms. Hildreth further clarified for Commissioner Streets that all seismic risk level 4 branchs were included in the first phases of the renovation program.

AGENDA ITEM #3 BLIP REPORT

None offered.

AGENDA ITEM #4 PUBLIC COMMENT

An anonymous member of the public discussed concerns with the Commission's meeting its responsibilities as trustees of the Fuhrman Bequest in response to a request by Commissioner Bautista for a report on materials purchased with Fuhrman Trust funds. Mr. Dan Weaver, Friends of the Ingleside Library, suggested that a community representative be added to the selection panel for choosing an architect for the new Ingleside Branch. Mr. Weaver suggested that public input be gathered only at public meetings and that adding a community representative on such panels be placed on the agenda for discussion at a future Library Commission meeting.

AGENDA ITEM #5 PUBLIC EMPLOYEE EVALUATION CLOSED SESSION

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the Commission go into closed session Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for the purpose of evaluation of Commission Secretary, Michael Housh's performance, and pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the City Librarian, Susan Hildreth's performance.

Public comment on AGENDA ITEM #5 PUBLIC EMPLOYEE EVALUATION CLOSED SESSION

An anonymous member of the public found a closed session problematic noting that only strictly personnel related matters could be discussed.

Commission comment on AGENDA ITEM #5 PUBLIC EMPLOYEE EVALUATION CLOSED SESSION

The Commission retired to closed session at 5:20PM

President Higueras joined the meeting during the closed session.
Commissioner Coulter left the meeting during the closed session

The Commission returned to open session at 6:57PM.

MOTION: by Vice President Steiman, seconded by Commissioner Bautista not to disclose any matters discussed during the closed session evaluation of Mr. Housh's performance.

ACTION: AYE- 6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

MOTION: by Vice President Steiman, seconded by Commissioner Bautista not to disclose any matters discussed during the closed session evaluation of Ms. Hildreth's performance.

ACTION: AYE-6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

President Higueras reported that no action had been taken during the closed session.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Chin that the meeting be adjourned.

ACTION AYE 6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

Number of members of the public who spoke anonymously at this meeting: 1

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

ACTION: AYE 6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:59PM.

Michael Housh, Commission Secretary 12/6/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

BRANCH LIBRARY IMPROVEMENT ART ENRICHMENT PROGRAM
MISSION BAY BRANCH LIBRARY FINAL ARTWORK PROPOSAL

MISSION BAY BRANCH ARTIST: VINCENT KOLOSKI

A Library Book, an artwork proposal developed by **artist Vincent Koloski**, for the art enrichment element in the new **Mission Bay Branch Library**, has been selected as a result of a public process facilitated by the Arts Commission. *A Library Book* is an illuminated plexiglas accordian-fold book that will stretch along the walls of the upper level of the reading room of the Mission Bay Branch facility. The book will contain stories and quotations in several languages, and images from and about books and libraries that have been contributed by Library patrons. The artist will work closely with the Arts Commission, Library staff, and architect Bruce Prescott to implement his artwork. All final text and images will be approved by the Arts Commission and the Public Library staff.

Vincent Koloski's proposal was selected through a community-based process outlined in the Branch Library Improvement Arts Master Plan for all of the participating branches. The Mission Bay Branch Community Artist Selection Panel, which included three community representatives, was developed through an application process during which Mission Bay residents were encouraged to apply to participate on the panel. Applicants Babette Drefke, Amy Kuhlman, and Michael Kurtz were elected by attendees at a Mission Bay community meeting. In addition to these three community representatives, Gloria Hanson, the Library's North District Manager, and Bruce Prescott of Santos Prescott and Associates, the architects for the new Mission Bay Branch Library, served on this panel. All Arts Commission selection panel meetings are open to the public.

The Mission Bay Branch Community Artist Selection Panel, at the first meeting on Tuesday, July 9th, selected four semifinalists after reviewing slides of previous artwork and other application materials by artists from a prequalified artist candidate pool that was established by an Artist Selection Panel specifically for this project. That panel, which met in mid-April, included three arts professionals, as well as Marilyn Thompson, the Branch Library Improvement Program Manager, and Joan Jasper, Chief Curator of the Library.

Following a semifinalists' orientation meeting on August 26th with the Mission Bay Community Artist Selection Panel, and Richard Walsh, with Library Maintenance, the four semifinalists each prepared a specific proposal for the new Mission Bay Branch Library. Semifinalists worked with Richard Walsh and Bruce Prescott during the development of their proposal to ensure that the proposals did not pose any architectural or maintenance problems. The four completed proposals were exhibited at the Main Library from September 30th through October 13th for written public comment, which was forwarded to the Mission Bay Branch Community Artist Selection Panel prior to their final panel meeting. The panel met on October 17th to interview each semifinalist and to select the final artist with his artwork proposal for the new Mission Bay Branch Library. The final proposal by Vincent Koloski was approved by the Visual Arts Committee, a subcommittee of the Full Commission, on Wednesday, November 20th.

If you have questions, please call Judy Moran at 415/252-2586.

Budget Report

- Recap:

  10-10-01 Baseline Budget established
  12-20-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve (reduced all projects 5%)
  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  TODAY- No changes

	JOB #	Branch	BUDGET		REVENUE: FUND STRATEGY				FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			Baseline Budget (10/01)	Approved Budget (7/02)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Oct-02 B	New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	21,569	0
IN	7516A	Ingleside [1]	1,770,000	1,770,000	1,770,000	(4)		1,770,000	1,770,000	1,770,000	45,205	0
PL	7519A	Portola [1]	1,770,000	1,770,000	530,909	1,239,091 (4)		1,770,000	1,770,000	1,770,000	2,352	2,276
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500		0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	2,725	743
		SUBTOTAL	*16,480,000*	*17,684,000*	*16,444,909*	*1,239,091*	-	*17,684,000*	*16,325,500*	*16,325,500*	*71,851*	*3,019*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	1,400,825	2,228,175		3,629,000	1,400,825	1,400,825	354,976	39,314
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	17,673	13,942
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	50,416	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	23,539	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	20,837	16,893
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	324,039	13,537
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000		0
		SUBTOTAL	*29,430,000*	*28,578,000*	*19,249,825*	*6,928,175*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*791,480*	*83,686*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	(4)		2,618,000	665,000	665,000		0
PL	7520A	Portola	2,800,000	2,618,000	785,266	1,832,734 (4)		2,618,000	665,000	665,000	338	338
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750		0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125		0
		SUBTOTAL	*17,460,000*	*15,096,000*	*13,263,266*	*1,832,734*	-	*15,096,000*	*5,796,375*	*5,796,375*	*48,387*	*338*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000		0		0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0		0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000			3,382,000	70,000	70,000		0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0		0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	-	-	*14,620,500*	*70,000*	*70,000*	0	0
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	0	0
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000		0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*0*	*0*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	8,731	2,726
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	88,314	1,371
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	276,058	37,982
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	12,671	672
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000		0
FE		Furniture & Equipment Reserv	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	147,474	0
SF		Program Reserve	1,675,000	5,529,500	5,529,500			5,529,500	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*31,921,500*	*16,921,500*	0	*15,000,000*	*31,921,500*	*4,835,925*	*4,835,925*	*653,248*	*42,751*
OTAL			133,265,000	133,265,000	105,865,000	10,000,000	17,400,000	133,265,000	43,200,000	43,200,000	1,564,966	129,794

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
November 21, 2002

		BUDGET		REVENUE						EXPENDITURES/ENCUMBRANCES	
				FUND STRATEGY				FUND STATUS			
JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop A Bonds	State Prop 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Oct-02	New This Month
										B	

(4) Prop. 14 applications may be submitted for these projects

Schedule Report

- Recap:

  10-10-01 Baseline Schedule established

  12-20-01 Glen Park moved up to match Developer's schedule

  01-17-02 Detailed schedules for Phases 1-2 issued

  02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRA schedule

  03-21-02 Detailed schedules for all Phases issued

  04-18-02 Recommended continuing EXC, RIC, NOB in lieu of waiting for State grant determinations

  06-20-02 Adjusted projects for geographic distribution

  TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina, Parkside
- RFQ’s

Community Outreach Update

- Library sponsored meetings:
  - **12/7 Excelsior Community Meeting**
- Library invited as guest:
  - **11/16 Ingleside Terrace Association**
  - **11/19 Westwood Park Association**
  - **11/21 Glen Park Marketplace Open House**
- Web Site
- Newsletter

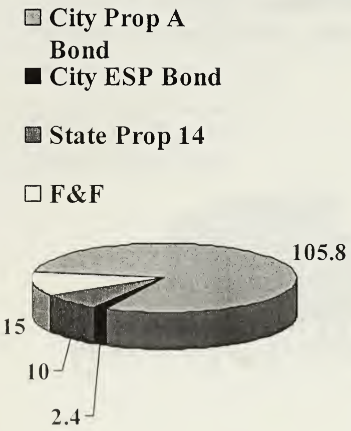
Special Reports

A Primer on Financial Reports

Douglas Legg, Office of Financial Management & Administration

Public Works

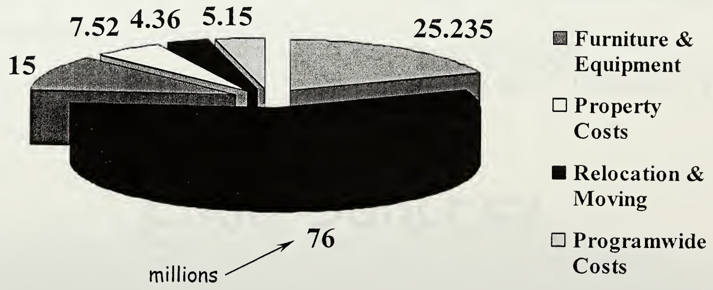
Fund Sources



- Prop A Bond (approved 11/00)
  $105,865,000
- ESP Bond (approved 6/90)
  $2,400,000
- State Prop 14 (competitive)
  $10,000,000
- Friends & Foundation
  up to $15,000,000
- Total Budget
  $133,265,000

Breakdown of Total Budget

Total Budget
$133,265,000 =

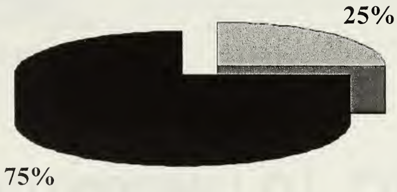


Design & Construction Budget

(typical- varies based on scope & type of work)

The actual percentage of soft costs relative to hard costs varies based on factors such as:

- historic structures
- scope & complexity of work
- market conditions



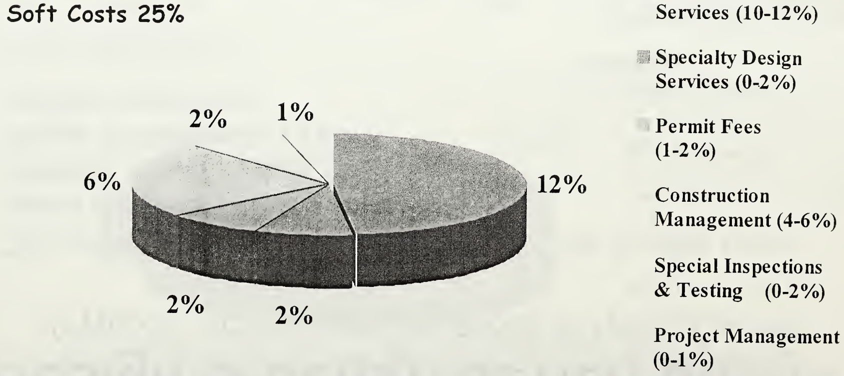
▨ **Soft Costs**

Includes architects, engineers, construction phase services, permit fees, and project management

■ **Hard Costs**

Includes Public Art, hazardous materials abatement, construction bid and change order contingency

Breakdown of Soft Costs



Budget Report Structure
Rows

Phases
Phase 0 (property acquisitions)
Phase 1 (9/01 start)
Phase 2 (6/02 start)...

Branches
Excelsior
Glen Park
Marina...

Categories
Site Acquisition
Hard Costs
Soft Costs...

Budget Report Structure-Columns

All fund sources

Includes encumbrances

Budget			Revenue		Expenditures	
Orig	Current	Prop'd	Strategy	Appropriated	Actual	This Month

Schedule Report

- Site Acquisition
  - variable
- Design (including planning, environmental clearances, permit approvals)
  - 10 to 24 months
- Bid
  - 3 months
- Construction
  - 11 to 25 months

DOCUMENTS DEPT.

JAN - 9 2003

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

1/02

Villie L. Brown, Jr.
Mayor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

elen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
rah Strobin
issioners

usan Hildreth
ity Librarian

ichael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, November 21, 2002. (As approved 12/19/02)

The San Francisco Public Library Commission held a regular meeting on Thursday, November 21, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Chin, Steiman, Streets, and Strobin. Commissioner Coulter joined the meeting at 4:18PM. President Higueras' arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2002 COMMISSION MEETING

An anonymous member of the public observed that the minutes eviscerated the meaning from discussions and comments offered. Mr. Peter Warfield noted that the agenda packet did not include copies of draft minutes, wondered if there were different mailing lists for Commission meeting documents, and reiterated comments he had made at the October 17th meeting concerning alternative library locations.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2002 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the October 17, 2002 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Steiman, Streets, and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Deputy City Librarian Underwood gave the regular program report in the absence of Bond Program Manager Marilyn Thompson. He began the report by introducing Ms. Julie Moran, of the Public Art Program of the Arts Commission. Ms. Moran reported to the Commissioners concerning the selection of a design by Vincent Koloski as the Mission Bay Branch Artwork Proposal,(copy attached).

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public commented that addressing public art was inherently controversial and questioned the process by which this work was selected. Mr. Peter Warfield inquired about what steps would be taken before final approval of the artwork, but found merit in that its design related to books and words.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (Public Artwork Report)

In response to questions by Commissioner Chin and Vice President Steiman concerning potential glare created by the artwork's lighting and its use of colors, Ms. Moran explained that the final designs and the finished appearance of the artwork would be fully reviewed by the Art Commission before the final approvals were given.

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (cont'd)

The Deputy City Librarian then updated the Commission concerning the current Budget Report,(copy attached) noting there were no changes since the last report, and the Schedule Report, (copy attached) also noting no changes since the previous report. Mr. Underwood next gave a Site Acquisitions Report on recent activities regarding the Glen Park Branch, the Mission Bay Branch, the Portola Branch, the Ingleside Branch, the Visitacion Valley Branch, and the Support Services Facility. The Deputy City Librarian then provided an Active Projects report calling attention to recent developments regarding the Richmond Branch, the Excelsior Branch, the Noe Valley Branch, the Marina and Parkside Branches, and concerning Branch Library Improvement Bond Program design services RFQs (request for qualifications). Mr. Underwood next gave the Commissioners a community outreach update informing them of: an Excelsior Branch community meeting sponsored by the Library on December 7 and that the Library had been invited to attend meetings of the Ingleside Terrace Association on 11/16/02, the Westwood Park Association on 11/19/02, and the Glen Park Marketplace Open House on 11/21/02. The Deputy City Librarian noted that Branch Library Improvement Bond Program information on the Library's Website was being continually updated and that the Sept/November edition of the Bond Program newsletter was available. The Deputy City Librarian then introduced Mr. Douglas Legg, Office of Financial Management & Administration, Department of Public Works who presented a special report, A Primer on Financial reports, (copy attached).

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An anonymous member of the public called attention to the significant amounts of information included in the report. Mr. Peter Warfield suggested that information in greater detail on each project was needed than was provided in the reports, and finding the primer useful, requested that he receive a copy of the slide presentation. Mr. Warfield requested that reports highlighting where changes in budget and schedule occurred be provided. Mr. Warfield also requested more information concerning upcoming community meetings.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to questions by Commissioner Streets concerning how the staff proposed to address any budget shortfall in the Branch Library Improvement Bond Program resulting from not receiving sufficient Prop. 14 (State Library Bond) funds, the City Librarian outlined how the Program Budget included a $5 million budget reserve. Ms. Hildreth then discussed the prospect for a new state library bond being placed before the voters that would provide additional opportunities to compete for state bond funds to fill in for any not received through Prop. 14.noting that by the conclusion of the third cycle of Prop. 14 funding the Library would understand the complete revenue picture for completion of the bond program projects and be able to respond to unmet needs. In response to additional questions by Commissioner Streets, Ms. Hildreth discussed budget contingencies built into each project. Commissioner Streets suggested that detailed reports on each Bond Program project such as those presented on the Chinatown project be provided to the Commission. In response to a query by Vice President Steiman, the City Librarian outlined the various steps in the process of addressing the appeal made to the Planning Commission concerning the Glen Park Market Place Project. Ms. Hildreth further clarified for Commissioner Streets that all seismic risk level 4 branchs were included in the first phases of the renovation program.

AGENDA ITEM #3 BLIP REPORT

None offered.

AGENDA ITEM #4 PUBLIC COMMENT

An anonymous member of the public discussed concerns with the Commission's meeting its responsibilities as trustees of the Fuhrman Bequest in response to a request by Commissioner Bautista for a report on materials purchased with Fuhrman Trust funds. Mr. Dan Weaver, Friends of the Ingleside Library, suggested that a community representative be added to the selection panel for choosing an architect for the new Ingleside Branch. Mr. Weaver suggested that public input be gathered only at public meetings and that adding a community representative on such panels be placed on the agenda for discussion at a future Library Commission meeting.

AGENDA ITEM #5 PUBLIC EMPLOYEE EVALUATION CLOSED SESSION

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the Commission go into closed session Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for the purpose of evaluation of Commission Secretary, Michael Housh's performance, and pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the City Librarian, Susan Hildreth's performance.

Public comment on AGENDA ITEM #5 PUBLIC EMPLOYEE EVALUATION CLOSED SESSION

An anonymous member of the public found a closed session problematic noting that only strictly personnel related matters could be discussed.

Commission comment on AGENDA ITEM #5 PUBLIC EMPLOYEE EVALUATION CLOSED SESSION

The Commission retired to closed session at 5:20PM

President Higueras joined the meeting during the closed session.
Commissioner Coulter left the meeting during the closed session

The Commission returned to open session at 6:57PM.

MOTION: by Vice President Steiman, seconded by Commissioner Bautista not to disclose any matters discussed during the closed session evaluation of Mr. Housh's performance.

ACTION: AYE- 6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

MOTION: by Vice President Steiman, seconded by Commissioner Bautista not to disclose any matters discussed during the closed session evaluation of Ms. Hildreth's performance.

ACTION: AYE-6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

President Higueras reported that no action had been taken during the closed session.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Vice President Steiman, seconded by Commissioner Chin that the meeting be adjourned.

ACTION AYE 6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

Number of members of the public who spoke anonymously at this meeting: 1

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

ACTION: AYE 6-0 (Bautista, Chin, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:59PM.

Michael Housh, Commission Secretary 12/6/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of November 21, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 21, 2002

Item 1:
Approval of the Minutes: October 17, 2002

"Over the years I have seen faithful reporting in the minutes vary widely. In the past few months the distribution of these minutes has suffered greatly. The faithfulness of these minutes has suffered as a result.

These minutes completely eviscerate what actually has been said apparently with the motive of disabling any criticism or direct meaningful comment.

The top of page three is the most egregious example of disembodied pronouns I have ever seen. References to "this is not what was expected" does not refer to the previous sentence about a conclusory report with no data at all. What the citizen was talking about was the failure to provide alternative locations.

Similarly, the general comment section at the middle of page six, completely omitted Martin Paley being the administrator of the Buck Trust, his theories of 'philanthropic efficiency,' and this commission's irresponsibility."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 21, 2002

Item 2:
Bond Program Manager's Report (Mission Bay Public Art Project)

"Addressing the subject of art is a rather daunting experience. How people define art and what constitutes public art can be both a highly problematic and subjective situation.

We heard several things about the public process that brought us here. The community that is there now and the community that this is being built for are a long way from being identical. This is a library for a prospective community.

This is not the community that will eventually be in place when this community is active.

What looks good on a piece of paper or on a slide can be overpowering or disappear when it is realized.

It is not up to me to say that this appears too glaring or in any way not appropriate.

I don't think this has been considered with the kind of care that makes it part of the entire project."

Minutes of the regular Commission Meeting of November 21, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 21, 2002

Item 2b:
Bond Program Manager's Report

"One might have the impression that there are too many papers. It is an impression which is soon dissipated by the need for information.

We have five projects that are in a serious startup phase, four if you disregard the System Services Center.

Already there are strategic lessons to be learned. With regard to Glen Park, to say that there has been an appeal of the Planning approvals is a bit of a euphemism. The number of considerations makes your concern about this before quite accurate. The reputation of the entire project is at stake.

Also, the cost considerations in Mission Bay have led us to reconsider the set aside for contingencies. This makes us realize how vulnerable and fragile our position is. We have a budget that is finely tuned and commitments to 24 neighborhoods.

The overview you heard today needs to be much more detailed."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 21, 2002

Item 4:
Public Comment

"I am continuing my report on the Fuhrman Fund in which I have broken out various issues, in response to Commissioner Bautista's statement that the public is entitled to an accounting.

The enforcement of trusts is based on English common law which gave enforcement power to the crown. The assumption was that with the benefit spread over the entire public no individual member of the public would go to court to defend a benefit so small.

The responsibility falls to the state attorney general in California. The state attorney general regards this as an unfunded mandate and takes the position that it will enforce a trust when it gets the budget to do so. In the meantime, the attorney general is in the position of defending the malefactors.

When this commission found out that there was no enforcement, you went nuts, and said, we can do anything we want."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 21, 2002

Item 5:
Public Employee Performance Evaluation

"The provision for closed sessions has been one of the most problematic in your efforts to comply with the public meeting laws.

Generally, there is a differentiation between what is a policy matter and what is a personnel matter. You cannot discuss policy matters when in closed session on a personnel issue.

This advice is from your own City Attorney to be found in the pamphlet entitled 'Overview of Public Records and Public Meetings Laws': 'A legislative body may not hold a closed session to discuss criteria for the selection or evaluation of an executive officer, the amount to pay an employee, or the body's expectations from its new department head.'

I imagine that the most candid discussion of policy that you have is in these closed sessions. Which leads me onto the horns of a dilemma because an illegal discussion is better than no discussion at all."

BRANCH LIBRARY IMPROVEMENT ART ENRICHMENT PROGRAM
MISSION BAY BRANCH LIBRARY FINAL ARTWORK PROPOSAL

MISSION BAY BRANCH ARTIST: VINCENT KOLOSKI

A Library Book, an artwork proposal developed by **artist Vincent Koloski**, for the art enrichment element in the new **Mission Bay Branch Library**, has been selected as a result of a public process facilitated by the Arts Commission. *A Library Book* is an illuminated plexiglas accordian-fold book that will stretch along the walls of the upper level of the reading room of the Mission Bay Branch facility. The book will contain stories and quotations in several languages, and images from and about books and libraries that have been contributed by Library patrons. The artist will work closely with the Arts Commission, Library staff, and architect Bruce Prescott to implement his artwork. All final text and images will be approved by the Arts Commission and the Public Library staff.

Vincent Koloski's proposal was selected through a community-based process outlined in the Branch Library Improvement Arts Master Plan for all of the participating branches. The Mission Bay Branch Community Artist Selection Panel, which included three community representatives, was developed through an application process during which Mission Bay residents were encouraged to apply to participate on the panel. Applicants Babette Drefke, Amy Kuhlman, and Michael Kurtz were elected by attendees at a Mission Bay community meeting. In addition to these three community representatives, Gloria Hanson, the Library's North District Manager, and Bruce Prescott of Santos Prescott and Associates, the architects for the new Mission Bay Branch Library, served on this panel. All Arts Commission selection panel meetings are open to the public.

The Mission Bay Branch Community Artist Selection Panel, at the first meeting on Tuesday, July 9th, selected four semifinalists after reviewing slides of previous artwork and other application materials by artists from a prequalified artist candidate pool that was established by an Artist Selection Panel specifically for this project. That panel, which met in mid-April, included three arts professionals, as well as Marilyn Thompson, the Branch Library Improvement Program Manager, and Joan Jasper, Chief Curator of the Library.

Following a semifinalists' orientation meeting on August 26th with the Mission Bay Community Artist Selection Panel, and Richard Walsh, with Library Maintenance, the four semifinalists each prepared a specific proposal for the new Mission Bay Branch Library. Semifinalists worked with Richard Walsh and Bruce Prescott during the development of their proposal to ensure that the proposals did not pose any architectural or maintenance problems. The four completed proposals were exhibited at the Main Library from September 30th through October 13th for written public comment, which was forwarded to the Mission Bay Branch Community Artist Selection Panel prior to their final panel meeting. The panel met on October 17th to interview each semifinalist and to select the final artist with his artwork proposal for the new Mission Bay Branch Library. The final proposal by Vincent Koloski was approved by the Visual Arts Committee, a subcommittee of the Full Commission, on Wednesday, November 20th.

If you have questions, please call Judy Moran at 415/252-2586.

Budget Report

- Recap:

  10-10-01 Baseline Budget established
  12-20-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve (reduced all projects 5%)
  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  TODAY- No changes

			BUDGET		REVENUE: FUND STRATEGY				REVENUE: FUND STATUS		EXPENDITUR CUMBRANCES	
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop A Bonds	State Prop 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Oct-02	New This Month
											B	
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	21,569	0
IN	7516A	Ingleside [1]	1,770,000	1,770,000	1,770,000	(4)		1,770,000	1,770,000	1,770,000	45,205	0
PL	7519A	Portola [1]	1,770,000	1,770,000	530,909	1,239,091 (4)		1,770,000	1,770,000	1,770,000	2,352	2,276
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500		0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	2,725	743
		SUBTOTAL	*16,480,000*	*17,684,000*	*16,444,909*	*1,239,091*	-	*17,684,000*	*16,325,500*	*16,325,500*	*71,851*	*3,019*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	1,400,825	2,228,175		3,629,000	1,400,825	1,400,825	354,976	39,314
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	17,673	13,942
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	50,416	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	23,539	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	20,837	16,893
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	324,039	13,537
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000		0
		SUBTOTAL	*29,430,000*	*28,578,000*	*19,249,825*	*6,928,175*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*791,480*	*83,686*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	(4)		2,618,000	665,000	665,000		0
PL	7520A	Portola	2,800,000	2,618,000	785,266	1,832,734 (4)		2,618,000	665,000	665,000	338	338
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750		0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125		0
		SUBTOTAL	*17,460,000*	*15,096,000*	*13,263,266*	*1,832,734*	-	*15,096,000*	*5,796,375*	*5,796,375*	*48,387*	*338*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000		0		0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0		0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000			3,382,000	70,000	70,000		0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0		0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	-	-	*14,620,500*	*70,000*	*70,000*	*0*	*0*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000		0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*0*	*0*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	8,731	2,726
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562 500	88,314	1,371
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	276,058	37 982
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	12,671	672
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1 080,000		0
FE		Furniture & Equipment Reserv	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	147 474	0
SF		Program Reserve	1,675,000	5,529,500	5,529,500			5,529,500	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*31,921,500*	*16,921,500*	*0*	*15,000,000*	*31,921,500*	*4,835,925*	*4,835,925*	*653 248*	*42 751*
OTAL			**133,265,000**	**133,265,000**	**105,865,000**	**10,000,000**	**17,400,000**	**133,265,000**	**43,200,000**	**43,200,000**	**1,564,966**	**129,794**

(1) Direct Cost of Land estimated by DRE as follows, Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)

(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations from Friends & Foundation

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
November 21, 2002

		BUDGET		REVENUE						EXPENDITURES/ENCUMBRANCES	
				FUND STRATEGY				FUND STATUS			
JOB #	Branch	Baseline Budget (10/01)	Approved Budget (7/02)	City Prop. A Bonds	State Prop 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Oct-02	New This Month
										B	

(4) Prop. 14 applications may be submitted for these projects

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Recommended continuing EXC, RIC, NOB in lieu of waiting for State grant determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina, Parkside
- RFQ's

Community Outreach Update

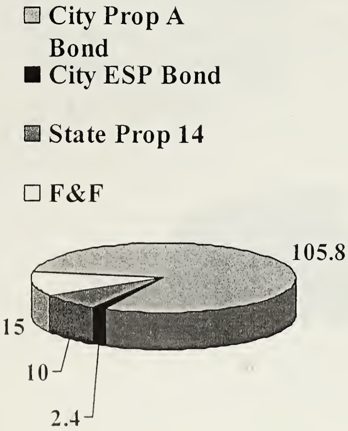
- Library sponsored meetings:
  - **12/7 Excelsior Community Meeting**
- Library invited as guest:
  - **11/16 Ingleside Terrace Association**
  - **11/19 Westwood Park Association**
  - **11/21 Glen Park Marketplace Open House**
- Web Site
- Newsletter

Special Reports

A Primer on Financial Reports

Douglas Legg, Office of Financial
Management & Administration
Public Works

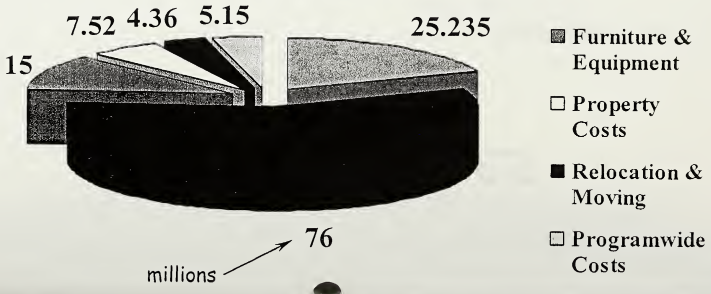
Fund Sources



- Prop A Bond (approved 11/00)
  $105,865,000
- ESP Bond (approved 6/90)
  $2,400,000
- State Prop 14 (competitive)
  $10,000,000
- Friends & Foundation
  up to $15,000,000
- Total Budget
  $133,265,000

Breakdown of Total Budget

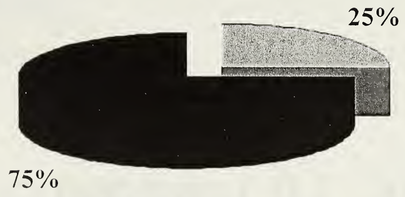
Total Budget
$133,265,000 =



Design & Construction Budget

(typical- varies based on scope & type of work)

The actual percentage of soft costs relative to hard costs varies based on factors such as:
- historic structures
- scope & complexity of work
- market conditions



▨ **Soft Costs**

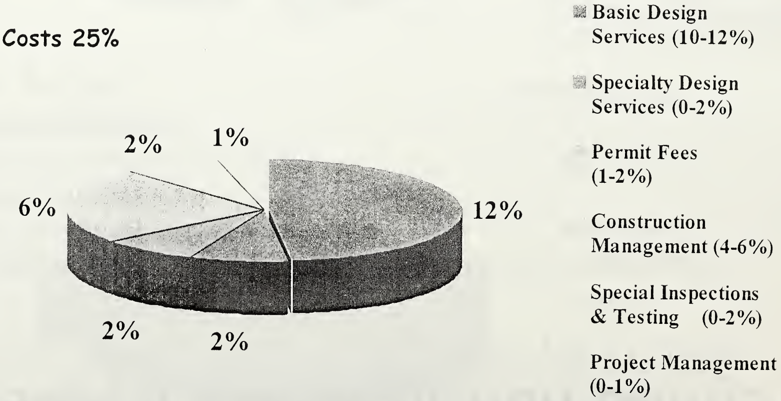
Includes architects, engineers, construction phase services, permit fees, and project management

■ **Hard Costs**

Includes Public Art, hazardous materials abatement, construction bid and change order contingency

Breakdown of Soft Costs

Soft Costs 25%



Budget Report Structure
Rows

Phases

Phase 0 (property acquisitions)
Phase 1 (9/01 start)
Phase 2 (6/02 start)...

Branches

Excelsior
Glen Park
Marina...

Categories

Site Acquisition
Hard Costs
Soft Costs...

Budget Report Structure-Columns

All fund sources

Includes encumbrances

Budget			Revenue		Expenditures	
Orig	Current	Prop'd	Strategy	Appropriated	Actual	This Month

Schedule Report

- Site Acquisition
  - variable
- Design (including planning, environmental clearances, permit approvals)
  - 10 to 24 months
- Bid
  - 3 months
- Construction
  - 11 to 25 months

DOCUMENTS DEPT.
NOV 27 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

/02

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, December 3, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 6, 2002.
Explanatory document: draft Minutes

2. RICHMOND BRANCH NAMING — DISCUSSION
Presentation and discussion of naming the Richmond Branch Library in honor of the late Senator Milton Marks.
Explanatory documents: Library Facilities Naming Policy

3. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of reports on: the Prop. 14 (State Library Bond) Board meeting; the West Portal Branch re-opening, the CLA PR Excellence Awards; a Chagoya Mural update, Library participation in Friends &Foundation monthly book sales at the Main Library; an exhibits and programs report, and a branch libraries re-organization update

4. LIBRARY 2002/03 & 2003/04 BUDGET WORKSHOP — DISCUSSION
Presentation on and discussion of the 2002/03 and 2003/04 Library Budgets.
(Explanatory document; 2002/03 and 2003/04 Budget report)

5. NOMINATION OF COMMISSION OFFICERS FOR 2003 — ACTION
(This item is to allow Commissioners to indicate an interest in serving as President or Vice President of the Commission and to nominate themselves or fellow commissioners for the offices of President or Vice President of the Commission.)

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

6. FRIENDS AND FOUNDATION REPORT DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

11/26/02 – M. Housh, Commission Secretary

DRAFT

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JAN 7 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, December 3, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, December 3, 2002 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:08PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin joined the meeting at 4:12PM.

AGENDA ITEM #1 APPROVAL OF THE NOVEMBER 6, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE NOVEMBER 6, 2002 MINUTES

Anonymous member of the public noted that public comment summary statements were not included with the Minutes and criticized the portion of the Minutes concerning alleged mis-representation of Ms. Cauthen's views. This person noted that the Minutes did not state Ms. Cauthen had submitted a letter regarding this matter to the Commissioners. Mr. Warfield commented that the Minutes did not include the Commission Secretary's suggestion to amend the Minutes to reflect the exact words used by Mr. Warfield in his public comment and noted that a page 3 reference to his not having sufficient time to review the material was solely because those materials were not made available. Ms. Sue Cauthen remarked that she was not a critic of the Branch Library Bond Program and that the comment attributed to her was not what she had said. Ms. Cauthen additionally noted that the detail provided in the Commission's Minutes was greater than required by the Sunshine Ordinance.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE NOVEMBER 6 2002 MINUTES

President Higueras observed that the Library Commission's Minutes were a summary report on the actions taken by the Commission and that they were not intended as a transcript of the meeting.

MOTION: by Commissioner Chin, seconded by Vice President Steiman for approval of the Minutes of November 6, 2002.

ACTION: AYE 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #2 RICHMOND BRANCH RENAMING

City Librarian Susan Hildreth outlined for the Commissioners the requirements set forth in the Library Facilities Naming Policy then introduced Mrs. Carolene Marks, wife of the late Senator Milton Marks, who requested that Library Commission initiate the mandated public process so that his name could be added to the name of the Richmond Branch Library. Mrs. Marks then gave a detailed presentation highlighting Senator Marks' lifetime of community service, civic leadership, and public service as a member of the Board of Supervisors, Judge, and State Senator that had earned him the regard, respect, and affection of the entire community. Mrs. Marks called particular attention to Senator Marks' decades of leadership on behalf of California's libraries, noted the hundreds of signatures on petitions supporting the renaming, and cited State Librarian Dr. Kevin Starr's endorsement of the proposed addition of the Senator's name to the Richmond Branch Library.

Public comment on AGENDA ITEM #2 RICHMOND BRANCH RENAMING

Anonymous member of the public commented that renaming of a branch was a difficult question, and that the speaker had opposed two previous renaming proposals. This person noted that while Senator Marks had been a rare individual who supported libraries, there was a long list of people that by any criteria who could also be so honored.

Commission discussion of AGENDA ITEM #2 RICHMOND BRANCH RENAMING

Commissioner Bautista observed that she supported the proposal to rename the Richmond Branch Library to honor Senator Marks, noting that is was time that his support for libraries be recognized. Commissioner Coulter noted that in his view elected officials considered for such an honor had a greater burden of evidence of extraordinary support, calling attention to the decades of heroic volunteer efforts by civic leaders such as the late Mary Louise Stong and Marjorie Stern. Commissioner Coulter offered a suggestion that the Library could name the park surrounding the Richmond Branch as an alternative means of recognizing Senator Marks' contributions. Commissioner Coulter suggested that a bust of the Senator could be placed on the grounds and flowers that the Senator liked could be planted. Vice President Steiman found Commissioner Coulter's proposed alternative merited consideration. Commissioner Bautista thought it also a good idea and again pointed to Senator Marks' history and lifetime of ties to the Richmond neighborhood and the library. Commissioner Strobin noted however that care needed to be exercised so that the named grounds did not overshadow the identification of the branch building. In response to Commissioner Bautista's suggestion that there could be an archive of Senator Marks' papers located at the branch, there was a brief discussion concerning what kinds of material could be included and the limitations imposed by the size of the branch. President Higueras lauded Senator Marks' major achievements and contributions to San Francisco and noted the breadth and depth of community support for the renaming. President Higueras noted that naming a branch library must require that the very highest standard of civic and community contributions be demonstrated. President Higueras found Commissioner Coulter's suggestion interesting and merited additional consideration. President Higueras called the presentation and discussion a good first step in the process and that the next step would be to go to the community for further input at a widely noticed community meeting to be held early in the new year in the Richmond district. In response to a question by

Commissioner Streets it was noted that naming grounds surrounding the branch would be among the options discussed at the neighborhood meeting.

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth updated the Commissioners concerning the details of the December 2nd meeting of the Prop. 14 (State Library Bond) Board meeting in Sacramento. Ms. Hildreth discussed in detail the allocation of the first $130 million among 13 projects that included 2 renovations. Ms. Hildreth further reported $40 million of the projects funded were in Northern California, while the rest were in Southern California, with an additional $20 million to be allocated at a Bond Board meeting later in December. The City Librarian then informed the Commissioners that the West Portal Branch would reopen on December 14th and that the Golden Gate Valley Branch would reopen on January 28, 2003. The City Librarian announced that the Library had received two PR Excellence Awards for the 2000/2001 Annual report and the Project Read newsletter at the at the CLA (California Library Association) Annual Conference. Ms. Hildreth then discussed the problems reported in the press concerning the lack of payment to the artist for the Chagoya Mural located in the Main Library's Grove Street entry area. The City Librarian reported no response so far from the Mexican Consulate but that the Friends & Foundation were exploring purchase of the artwork and its long term loan to the Library. Ms. Hildreth then provided background on her decision to resume sale of library discards through the Friends & Foundation's monthly book sales with all proceeds earmarked for the Library. The City Librarian then gave an update on exhibits and programs calling attention to the Speak Truth to Power Exhibit in the Jewett Galley opening on December 12, the Caring for Creation program in the Koret on December 4th, the Book Arts and Special Collections lecture, "Ready when you are Mr. DeMille" in the Koret on December 7, an Evening of Mystery at the Noe Valley Branch on December 11th, and the very popular Book Appraisal Clinic in the Main Library's Skylight Gallery on December 14th. Chief of Branches Donna Corbeil then concluded the City Librarian's report with an update on the branch reorganization.

Public comment on AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public requested a written copy of the report on Prop. 14 allocations and suggested that there were serious policy implications with risk of a trap in developing branch library plans so as to meet Prop. 14 criteria. Mr. Peter Warfield expressed alarm at the selling of library discards and questioned every aspect of the proposal. Mr. Warfield also expressed concern with the impact of the Prop. 14 allocations on the Library's Branch Bond Program.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

In response to a question by Vice President Steiman, Roberto Esteves, Chief of Information and Resource Management discussed the Library's extensive redistribution program for materials removed from the collection and not wanted by other libraries. Such materials are then offered to a wide variety of community organizations with only those not wanted by anyone being considered for sale. Vice President Steiman noted that sale of discards was

The number of members of the public who spoke anonymously at this meeting. 1

common among libraries and it was good that any money received would be returned to the library. In response to questions by President Higueras, the City Librarian gave a more detailed overview of the fierce competition for Prop. 14 funds, noting that the Bond Board had a difficult time given the limited funds available. Ms. Hildreth noted that she believed the Richmond Branch application would be very competitive and that the Library was discussing opportunities for cooperative uses with the school district. President Higueras praised the Library staff's hard work and skillful presentation, citing the Excelsior video as example, of the Prop. 14 applications

In response to Commissioner Bautista's reservations about the sale of discards, the City Librarian explained that the Library had a City Attorney's opinion permitting the sale of discards and noted that all proceeds would be returned to the Library. In response to a query from Vice President Steiman, Ms. Hildreth discussed the likely reasons that the larger portion of the first Prop. 14 allocations had gone to Southern California libraries and reported that that situation had not gone unnoticed by the Bond Board members. In response to a question by President Higueras, Ms. Hildreth confirmed that clear notice of the reduction to what were normal public service hours would be provided to users of the nearby branches whose hours had increased while West Portal was closed. In answer to a question by President Higueras, Ms. Corbeil discussed how the staff was responding to the branch reorganization. In response to a query by Commissioner Bautista, Ms Corbeil noted that branch managers of large branches could now focus on managing their branch. President Higueras thanked Ms. Corbeil and noted that he looked forward to continued reports on the branches.

President Higueras called a brief recess at 5:46PM

Commissioner Chin left the meeting during the recess.

The meeting resumed at 6:00PM

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

(Explanatory document: FY 2003-04 Budget report

Library Finance Director George Nichols presented the Commissioners with a detailed report (copy attached) on the gloomy economic outlook and the projected $20 million shortfall in the City Budget. Mr. Nichols then outlined in great detail how in 2002/03 the Library proposed to address a minor imbalance in the current budget. The Library's Finance Director then presented an extensive update on the likely 2003/04 Library Budget highlighting factors beyond the Library's control, such as potential increases in COLAs negotiated by the city. Mr. Nichols then concluded his report with a brief recap and overview of the budget outlook.

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

Mr. Peter Warfield commented that the budget reports were not included in the agenda materials he received. Mr. Warfield commented that all such materials should be routinely provided.

Commissioner discussion of AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

Responding to questions by Commissioner Streets, Ms. Hildreth reported that the City's negotiating position was for no salary increases but that a salary freeze was only discussed as a possibility. Additionally Ms. Hildreth noted that keeping positions vacant could impact public service and informed Commissioners Streets that the Tool Lending Center was still included within the Library's baseline budget. Commissioner Streets indicated that the Tool Center remained at the top of the Commissioners' list of programs to be cut if reductions were needed. Vice President Steiman said that it was the Commissioners' preference that every effort be made to protect the books/materials budget and to keep PTAN (part time as needed) positions vital to maintaining public services.

AGENDA ITEM #5 NOMINATION OF COMMISSION OFFICERES FOR 2003

At President Higueras' request the Commission Secretary outlined the process for nomination of Commission officers. Commissioner Streets nominated Vice President Steiman for another term as Vice President in 2003 and Commissioner Streets nominated President Higueras to continue in office for 2003. No other nominations were offered.

Public comment on AGENDA ITEM #5 NOMINATION OF COMMISSION OFFICERES FOR 2003

An anonymous member of the public lauded the Commissioners' willingness to serve.

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Mr. Martín Gómez, Executive Director of the Friends & Foundation, briefed the Commissioners concerning recent and upcoming Friends & Foundation sponsored events such as the December 17th lecture by author Jonathan Franzen, inviting the Commissioners to attend a reception for the author prior to the lecture. Mr. Gómez reported on progress in getting the capital campaign for the branch libraries underway and informed the Commissioners that he would bring the plans before them for their review and endorsement.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #7 LABOR UNION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

President Higueras noted that it was his goal to complete all of the outstanding Commissioners' requests for agenda items during the next year and that efforts were underway to plan the meeting agendas accordingly. Commissioner Bautista called attention to addressing POE (Post Occupancy Evaluation) Report related issues such as Main Library signage and emergency systems. President Higueras noted that the Commission had been addressing a heavy workload of business and that the Commissioners had only one more year in office remained to complete its unfinished work.

Public comment on AGENDA ITEM #8 NEW BUSINESS

An anonymous member of the public commented that they had no seen such a list but that it was very important that when things are brought forward they be addressed. This person called attention to a request by Commissioner Bautista for accountability for the Fuhrman Fund.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public commented that they had provided the Commissioners with materials related to the new Glen Park Branch but the copies provided to the Commissioners cut off some of the material. This person again referred to Commissioner Bautista's request for a report on the Fuhrman Fund noting that if there was no accountability there would be no limits on how the funds are expended. This person suggested that Commissioner Bautista's rights to ask questions did not weigh against the influence of money. Ms. Maryanne Duke, Richmond resident, called the Commissioners attention to problems she found with the proposed staff work spaces in the redesigned branch. Mr. Peter Warfield thanked the Commissioners for giving books and staffing priority, noting they should be the last things cut. Mr. Warfield also inquired regarding the propriety of a Friends & Foundation solicitation letter signed by the City Librarian and wondered if user registration lists were used in the mailing

Commission discussion of AGENDA ITEM #9 PUBLIC COMMENT

President Higueras noted that the proposed redesign of the Richmond branch was a work in progress and Vice President Steiman requested that a report be made to the Commissioners concerning resolution of the staff space issue. Ms. Hildreth reported no library registration lists were used by the Friends & Foundation in support of its fundraising efforts for the Library.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Streets a that the meeting be adjourned.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)
The meeting was adjourned at 6:45PM

Michael Housh, Commission Secretary 12/16/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of December 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of December 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 3, 2002

Item 1:
Approval of the Minutes: November 6, 2002

"Neither the minutes available to the public, nor minutes that were distributed to the commission included the citizen summaries even though they were delivered to the secretary last Friday.

The first item in these minutes is a glaring example of how something can be turned into nonsense when the minutes give none of the complication, or subtly of what is discussed.

A citizen named Sue Cauthen complained about an inclusion in the minutes. The comments were made by Peter Warfield, and he is free to do so.

What is not included is that Ms. Cauthen offered a letter. That letter attributed 'hearsay' to Peter Warfield. The decision of the commission was to attach Ms. Cauthen's letter and strike the comments of Peter Warfield. Surely this is a disservice to Peter Warfield. But none of this is included in the minutes."

Appendix A

Library Commission meeting of December 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 2:
Richmond Branch Naming

"Mr. Milton Marks was a special individual who did quite a bit for libraries and I am grateful that Mrs. Marks acknowledged that this is a rare honor.

If rare is not too rare, Where do we go from here? There are already movements to name branches for Willie Brown and Walter Jebe. If we start down that road, I don't imagine that there are any criteria that would eliminate Diane Feinstein, Barbara Boxer, Quentin Kopp, Philip Burton, etc.

Certainly there are plenty of reasons to honor Milton Marks.

Some of my ambivalence comes from the fact that if we wait a few years and find that branch to be named the Richmond Pacific Bell Branch, I will look back and wish that I had championed Senator Marks a little more strongly.

I do feel that the naming of a branch library should be a little more rare than this."

Appendix A

Library Commission meeting of December 3, 2002

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 3:
City Librarian's Report

"I hope that we will have the Prop. 14 report in writing so that we can more fully assess the policy implications. The idea that we need to place an emphasis on larger remodeling and an emphasis on sharing agreements with school districts has implications for us.

With regard to the monthly book sale, I can only pray that Ms. Hildreth mis-spoke herself. What I understood her to say was that the library staff are going to go out and help sell withdrawn and discarded materials from the library and the Foundation is going collect the money and keep the money. This is alarming and astounding. We might as easily have the library staff wash cars for donations to the Foundation.

We have quality information that people are able to borrow for free. Yet the staff is going to put their labor into discarded books and the Foundation will keep the money."

Appendix A

Library Commission meeting of December 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 5:
Nomination of Commission Officers for 2003

"I want to applaud the commissioners for being willing to serve and I hope it will be seriously regarded as a great honor to continue to serve.

I want to let you know that I appreciate your willingness to serve."

Appendix A

Library Commission meeting of December 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 8:
New Business

"The list of past agenda items that need to be calendared is important and if true, I am gratified to hear that it exists.

I wonder why you believe it exists if you have not seen it. I have not seen it and I doubt that it exists.

It is important that when things are brought forward they get dealt with. It increases the work of the commission and it increases the work of the concerned public. Nevertheless, it is what we are here for, namely to deal with issues that were brought forward because someone thought they were important at the time and make sure that not only the items but the reasons why they were thought to be important are followed up.

I hope and pray that the accountability for the Fuhrman Fund will be on that list."

Appendix A

Library Commission meeting of December 3, 2002

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 9:
Public Comment

"I sent you a letter this past month enclosing an 8½x14 sheet. What got conveyed to you was 8½x14 with a three-inch margin at the bottom. Why is it that mistakes which mean less information for the commission always get made?

Ms. Bautista has called for accountability with the Fuhrman Fund. One wonders if she will persist in calling for accountability when she is lambasted as a person who does not have a life, her concerns are, paraphrasing 'le mot de Coulter,' nonsense, and that she is nothing but a 'process junkie'?

I think she will not persist because if there is no accountability there are no limits on how that money can be used.

Ms. Bautista's right to the truth weighs on the scale against money exactly where my rights balance on that scale. This should scare her to death.

Therefore, it is you that are being intimidated, not me."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

November 26, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: 2003-04 BUDGET PLANNING STATUS REPORT

The Mayor's budget instructions for 2002-03 and 2003-04 were received on November 25, 2002. Departmental budgets are due to the Controller by February 21, 2003. The budget instructions are based on the following:

- The City's current year budget was in part balanced through a combination of one-time and ongoing solutions that assumed economic recovery during 2002-03 would result in revenue growth that would supplant the one-time fixes. The economy is not recovering and General Fund revenue losses in the current fiscal year are estimated at $20 million.

- The budget year (2003-04) deficit is estimated at $150 million – the result of a failing economy, revenue losses, and increasing costs. Of significance, the projection does not include the impact of additional reductions in State funding or the cost of salary increases yet to be negotiated with the City's employee unions. State impacts are unknown at this time and the Mayor's Office estimates that each 1 percent increase in salary will add $14 million to the shortfall. Consequently a 2% salary increase would add $28 million to the projected shortfall of $150 million.

- Total shortfall projected over 18 months – December 2002 through July 2004 – currently estimated at $170 million.

- Budget reductions are necessary to balance the budget.

General Budget Instructions

Departments are instructed to:

1. Reduce General Fund spending in the current year by 3% and to submit to the Mayor by December 9th a plan on how the three percent savings will be achieved. Departments will have their General Fund allocations reduced by 3%.

2. Use the revised current year General Fund revenue budget (current year less 3% General Fund) as their General Fund revenue base for 2003-04.

3. Absorb increases in baseline costs expected in 2003-04 with 3% less funding. This includes the cost of known salary and benefit increases, annualized costs, and the restoration of retirement

contributions paid by some employees in the current year. No additional funds will be provided to departments to cover baseline cost increases. The Mayor's Office estimates that absorbing these costs translates into an additional 4% reduction in spending.

4. Prepare a contingency plan to further reduce General Fund support by 5%. The Mayor's Budget Office estimates that cutting the current year budget, reducing revenue baselines for 2003-04 to current year revised levels, and absorbing baseline budget cost increases with fewer dollars will offset $100 million of the projected $170 million shortfall. To fully close the gap, departments are instructed to prepare and submit their contingency plans along with the proposed budget by February 21, 2003.

5. Undertake a strategic review of all services and programs. The review will facilitate decisions departments must make to develop balanced budgets. Departments must quantify service costs; separate mission-critical or mandated services from services that may be discretionary; and identify emerging issues and program changes that could have future budget impact.

How do instructions apply to the Library?

Attachment A summarizes the revenue and budget changes for 2002-03 and 2003-04 described below. With respect to the Library:

Current Year – 2002-03

1. The Library's share of the $20 million current year General Fund reduction is approximately $400,000. This is 2% of the $20 million. However, because property tax allocations received under the Charter are expected to increase by an estimated $400,000, there is no net change in the Library's revenue base and consequently no need to reduce spending in the current year.

2. Over the first quarter of the fiscal year, very few requisitions to fill vacant budgeted positions at the Library have been approved by the Mayor's Office. Requisitions have not been approved because of projected deficits in our salary and fringe budget unrelated to the revenue shortfalls. Contributing to the projected deficit are: 1) the half-percent increase in the Library's budgeted attrition savings rate recommended by the Budget Analyst and adopted by the Board of Supervisors when they approved the Library's 2002-03 budget; and, 2) the practice of assigning additional hours to part-time staff primarily in the Branch Library System and Main Library that brought people above their budgeted requisition level. The additional hours assigned translate into costs that are not provided for in the budget. To mitigate potential deficits, the Library will bring all employees assigned extra hours down to their budgeted requisition levels in January 2003. Reducing hours to budgeted requisition levels is a cost-avoidance measure that will bring spending in-line with the budget, eliminate projected deficits, and allow the Library to more routinely hire people when vacancies occur.

Budget Year – 2003-04

1. There will be no growth in Library revenue in 2003-04. As instructed, we will use the Library's revised current year revenue base as our revenue base for 2003-04.

2. At current service and staffing levels, the cost of service will increase. The Library's baseline costs are estimated to increase by $1.069 million. Attachment B contains a summary of the 2003-04 baseline cost adjustments.

3. Our estimate includes a 2% general salary increase of $780,000 effective July 1, 2003. All bargaining unit contracts between the City and its employees expire on June 30, 2003 and we won't know until at least April 2003, the outcome of negotiations. Because we are required to absorb all baseline cost increases within our revenue base, it is prudent to account for this significant cost in our planning now.

4. The combination of flat revenue and increases in the Library's baseline budget result in a projected deficit of $1.069 million in 2003-04. The budget we submit to the Mayor in February must be balanced which means that we must cut costs by $1.069 million.

5. Cutting current year budgets by 3%, rolling the cut forward into 2003-04, and absorbing baseline cost increases with 3% less funding, leaves a remaining shortfall of $70 million in 2003-04. To close this gap, departments are directed to submit a plan to the Mayor for an additional 5% cut in General Fund support. For the Library, this is $1.536 million and is in addition to the $1.069 million cut we include in the budget. Planned reductions total $2.605 million – $1.069 million to be included in the budget and $1.536 million submitted as a contingency.

As reported previously, the Board of Supervisors is considering legislation that requires the Mayor to submit a budget to the Board earlier than currently required. Notwithstanding the proposed legislation, the Mayor has instructed departments to submit their 2003-04 budgets to the Controller by February 21, 2003.

Our planning assumed that we would submit a budget to the Controller in January, that the Commission would review proposed reductions in December, and take final action on the Library's budget in January. Because of the schedule change, budget reduction proposals will be presented to the Commission in January and final action on the Library's budget could be taken at subsequent meetings in January or February 2003.

You can call me at (415) 557-4248 if you have questions before the December 3rd meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen Lucey, Budget Officer

11/26/2002

PUBLIC LIBRARY
FY 2003-04 REVENUE AND BUDGET ESTIMATES

ATTACHMENT A

2002-03	Base	Change	Total
Sources			
Gen Fund	$ 31,134,097	$ (400,000)	$ 30,734,097
Prop Tax	$ 22,390,000	$ 400,000	$ 22,790,000
Total	**$ 53,524,097**	**$ -**	**$ 53,524,097**
Budget			
Base	**$ 53,524,097**	**$ -**	**$ 53,524,097**
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ 53,524,097	$ -	$ 53,524,097
VARIANCE	$ -	$ -	$ -

2003-04	Baseline Budget	5% Contingency Reductions	Revised
Sources			
Gen Fund	$ 30,734,097	$ (1,536,705)	$ 29,197,392
Prop Tax	$ 22,790,000	$ -	$ 22,790,000
Total	**$ 53,524,097**	**$ (1,536,705)**	**$ 51,987,392**
Budget			
Base	**$ 53,524,097**	**$ -**	**$ 53,524,097**
Onetime Adj.	$ (492,867)	$ -	$ (492,867)
Annualized Costs (MOU)	$ 48,800	$ -	$ 48,800
Annualized Costs (FTE)	$ 44,875		$ 44,875
Retirement Add-back	$ 110,732	$ -	$ 110,732
Attrition Adj.	$ 194,784	$ -	$ 194,784
Step M	$ 57,875	$ -	$ 57,875
Rent Increases	$ 18,000		$ 18,000
Work Order (5%).	$ 69,642		$ 69,642
Bldg/Equip Maint (5%)	$ 40,554		$ 40,554
SSC - 190-9th	$ 196,366	$ -	$ 196,366
	$ 53,812,858	**$ -**	**$ 53,812,858**
VARIANCE	**$ (288,761)**	**$ (1,536,705)**	**$ (1,825,466)**
Unknown Costs			
MOU COLA (est 2%)	$ 780,000	$ -	$ 780,000
		$ -	$ -
TOTAL VARIANCE	**$ (1,068,761)**	**$ (1,536,705)**	**$ (2,605,466)**

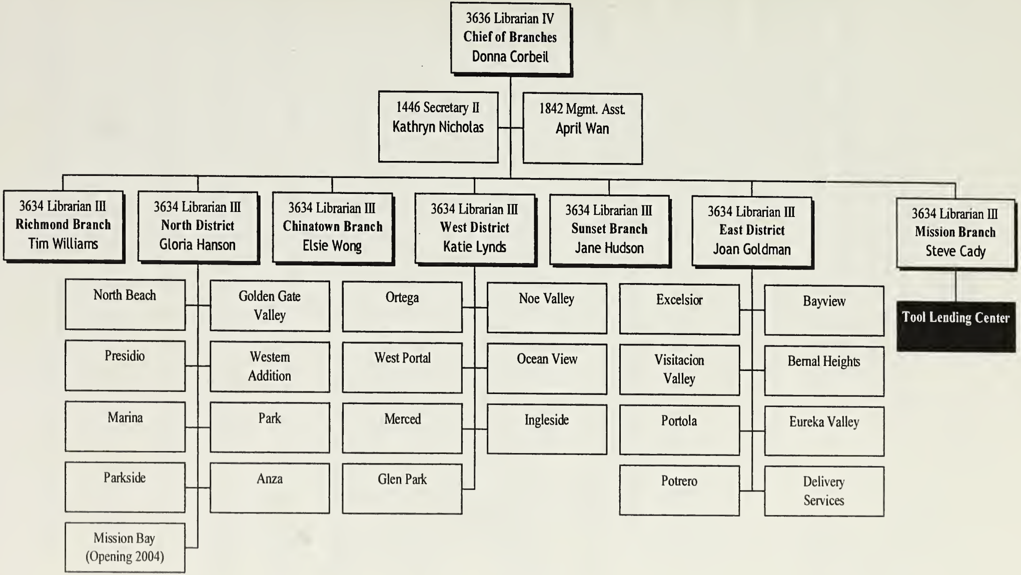
ATTACHMENT B

DESCRIPTION OF 2003-04 BASELINE BUDGET ADJUSTMENTS

One-time Adjustments	Reduction for items budgeted in FY 2002-03 that by definition are non-permanent or non-recurring. This includes all funds budgeted in the current fiscal year for equipment, facilities maintenance projects, capital and building repair projects, and technology upgrades. In FY 2002-03, the Library budgeted $1,784,768 for one-time cost items – including $600,000 to purchase and install a new integrated library system. Of the $1.785 million budgeted, $492,867 came from baseline Prop E allocations and $1,291,893 came from the Library Preservation Fund reserve.	- $492,867
Annualized Costs (MOU)	This adjustment annualizes the cost of MOU salary increases for Library employees that took effect after July 1, 2002. The current year budget provides funding to cover the cost from the effective date of the increase to the end of the fiscal year. For example, if a salary adjustment was effective on October 1, 2002 the current year budget has funding for only 9 months. This adjustment adds dollars to the 2003-04 budget to cover the remaining 3 months that are not in the base budget. This adjustment affects MEA and trade union employees.	$48,800
Annualized Costs (FTE)	This adjustment annualizes the cost of new positions that are only partially funded in FY 2002-03 because their effective dates occurred after July 1, 2002. City budget policy is to budget all new positions with effective dates of October 1. This adjustment adds dollars to the budget for the months that are not in the base budget. This adjustment annualizes the cost of a 3632 Librarian II (Mission Bay) that had an effective date of January 1, 2003; and a 3616 Librarian Technician in Technical Services that had an effective date of October 1, 2002.	$44,875
Retirement Add-Back	Estimated cost of restoring the budget for retirement benefits for employees who agreed to pay 2.75% of their salary towards the City's contribution to the retirement program in the current fiscal year. Also includes a 1% increase to base salaries effective July 1, 2002 for employees that participated in the program.	$110,732
Attrition Savings Adjustment	Estimated cost of reducing the Library's budgeted attrition savings requirement from 4.9% to 4.4%. On the recommendation of the Budget Analyst, the Board of Supervisors increased the Library's budgeted attrition rate by 0.5% in FY 2002-03. The higher attrition savings requirement is causing operational and service problems and forcing the Library to hold positions vacant longer than usual to achieve savings and avoid deficits.	$194,784
Salary Step Increases (Step M)	Estimated cost of annual salary step adjustments for employees who are not at the top step of their salary range. Also includes funds for salary driven fringe benefits (OASDI, retirement, and unemployment insurance).	$57,875
Rent Increases	CPI lease adjustments for Glen Park, Ingleside, Portola, and Visitacion Valley Branch Libraries.	$18,000
Work Orders	Estimated cost of covering increases in services provided the Library by other City Departments. Also includes funds to cover increases in workers compensation payments (paid through a work order with DHR). Reflects a 5% increase to base budget work orders.	$69,642
Bldg/Equipment Maintenance	Estimated cost of covering increases building and equipment maintenance contracts. Reflects a 5% increase to base budget service/maintenance contracts.	$40,554
Support Services Center	Cost of operating the Support Services Center located at 190-9th Street. Includes funds for 1.5 FTE, building maintenance supplies and materials, and utilities.	$196,366
MOU General Salary Increases	Estimated cost of a 2% general salary increase. MOUs between the City and employee bargaining units expire 6/30/03. New contracts are being negotiated and costs will not be known until at least April 2003. Each 1% increase in salaries will cost the Library approximately $390,000.	$780,000
TOTAL		$ 1,068,761

Branch Division Organization Chart

(effective 7/1/02)


3636 Librarian IV
Chief of Branches
Donna Corbeil
1446 Secretary II
Kathryn Nicholas
1842 Mgmt. Asst.
April Wan
3634 Librarian III
Richmond Branch
Tim Williams
3634 Librarian III
North District
Gloria Hanson
North Beach
Golden Gate Valley
Presidio
Western Addition
Marina
Park
Parkside
Anza
Mission Bay (Opening 2004)
3634 Librarian III
Chinatown Branch
Elsie Wong
3634 Librarian III
West District
Katie Lynds
Ortega
Noe Valley
West Portal
Ocean View
Merced
Ingleside
Glen Park
3634 Librarian III
Sunset Branch
Jane Hudson
3634 Librarian III
East District
Joan Goldman
Excelsior
Bayview
Visitacion Valley
Bernal Heights
Portola
Eureka Valley
Potrero
Delivery Services
3634 Librarian III
Mission Branch
Steve Cady
Tool Lending Center

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
JAN - 9 2003
SAN FRANCISCO
PUBLIC LIBRARY

/02

Villie L. Brown, Jr.
layor

harles A. Higueras, A.I.
resident

arol Steiman
ice President

elen Marte Bautista
nnie K. Chin
even A. Coulter
an A. Streets
rah Strobin
ommissioners

san Hildreth
ty Librarian

ichael Housh
mmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, December 3, 2002
(As approved amended January 7, 2003)

The San Francisco Public Library Commission held its regular meeting on Tuesday, December 3, 2002 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:08PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin joined the meeting at 4:12PM.

AGENDA ITEM #1 APPROVAL OF THE NOVEMBER 6, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE NOVEMBER 6, 2002 MINUTES

Anonymous member of the public noted that public comment summary statements were not included with the Minutes and criticized the portion of the Minutes concerning alleged mis-representation of Ms. Cauthen's views. This person noted that the Minutes did not state Ms. Cauthen had submitted a letter regarding this matter to the Commissioners. Mr. Warfield commented that the Minutes did not include the Commission Secretary's suggestion to amend the Minutes to reflect the exact words used by Mr. Warfield in his public comment and noted that a page 3 reference to his not having sufficient time to review the material was solely because those materials were not made available. Ms. Sue Cauthen remarked that she was not a critic of the Branch Library Bond Program and that the comment attributed to her was not what she had said. Ms. Cauthen additionally noted that the detail provided in the Commission's Minutes was greater than required by the Sunshine Ordinance.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE NOVEMBER 6 2002 MINUTES

President Higueras observed that the Library Commission's Minutes were a summary report on the actions taken by the Commission and that they were not intended as a transcript of the meeting.

MOTION: by Commissioner Chin, seconded by Vice President Steiman for approval of the Minutes of November 6, 2002.

ACTION: AYE 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #2 RICHMOND BRANCH RENAMING

City Librarian Susan Hildreth outlined for the Commissioners the requirements set forth in the Library Facilities Naming Policy then introduced Mrs. Carolene Marks, wife of the late Senator Milton Marks, who requested that Library Commission initiate the mandated public process so that his name could be added to the name of the Richmond Branch Library. Mrs. Marks then gave a detailed presentation highlighting Senator Marks' lifetime of community service, civic leadership, and public service as a member of the Board of Supervisors, Judge, and State Senator that had earned him the regard, respect, and affection of the entire community. Mrs. Marks called particular attention to Senator Marks' decades of leadership on behalf of California's libraries, noted the hundreds of signatures on petitions supporting the renaming, and cited State Librarian Dr. Kevin Starr's endorsement of the proposed addition of the Senator's name to the Richmond Branch Library.

Public comment on AGENDA ITEM #2 RICHMOND BRANCH RENAMING

Anonymous member of the public commented that renaming of a branch was a difficult question, and that the speaker had opposed two previous renaming proposals. This person noted that while Senator Marks had been a rare individual who supported libraries, there was a long list of people that by any criteria who could also be so honored.

Commission discussion of AGENDA ITEM #2 RICHMOND BRANCH RENAMING

Commissioner Bautista observed that she supported the proposal to rename the Richmond Branch Library to honor Senator Marks, noting that is was time that his support for libraries be recognized. Commissioner Coulter noted that in his view elected officials considered for such an honor had a greater burden of evidence of extraordinary support, calling attention to the decades of heroic volunteer efforts by civic leaders such as the late Mary Louise Stong and Marjorie Stern. Commissioner Coulter offered a suggestion that the Library could name the park surrounding the Richmond Branch as an alternative means of recognizing Senator Marks' contributions. Commissioner Coulter suggested that a bust of the Senator could be placed on the grounds and flowers that the Senator liked could be planted. Vice President Steiman found Commissioner Coulter's proposed alternative merited consideration. Commissioner Bautista thought it also a good idea and again pointed to Senator Marks' history and lifetime of ties to the Richmond neighborhood and the library. Commissioner Strobin noted however that care needed to be exercised so that the named grounds did not overshadow the identification of the branch building. In response to Commissioner Bautista's suggestion that there could be an archive of Senator Marks' papers located at the branch, there was a brief discussion concerning what kinds of material could be included and the limitations imposed by the size of the branch. President Higueras lauded Senator Marks' major achievements and contributions to San Francisco and noted the breadth and depth of community support for the renaming. President Higueras noted that naming a branch library must require that the very highest standard of civic and community contributions be demonstrated. President Higueras found Commissioner Coulter's suggestion interesting and merited additional consideration. President Higueras called the presentation and discussion a good first step in the process and that the next step would be to go to the community for further input at a widely noticed community meeting to be held early in the new year in the Richmond district. In response to a question by

Commissioner Streets it was noted that naming grounds surrounding the branch would be among the options discussed at the neighborhood meeting.

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth updated the Commissioners concerning the details of the December 2nd meeting of the Prop. 14 (State Library Bond) Board meeting in Sacramento. Ms. Hildreth discussed in detail the allocation of the first $130 million among 13 projects that included 2 renovations. Ms. Hildreth further reported $40 million of the projects funded were in Northern California, while the rest were in Southern California, with an additional $20 million to be allocated at a Bond Board meeting later in December. The City Librarian then informed the Commissioners that the West Portal Branch would reopen on December 14th and that the Golden Gate Valley Branch would reopen on January 28, 2003. The City Librarian announced that the Library had received two PR Excellence Awards for the 2000/2001 Annual report and the Project Read newsletter at the at the CLA (California Library Association) Annual Conference. Ms. Hildreth then discussed the problems reported in the press concerning the lack of payment to the artist for the Chagoya Mural located in the Main Library's Grove Street entry area. The City Librarian reported no response so far from the Mexican Consulate but that the Friends & Foundation were exploring purchase of the artwork and its long term loan to the Library. Ms. Hildreth then provided background on her decision to resume sale of library discards through the Friends & Foundation's monthly book sales with all proceeds earmarked for the Library. The City Librarian then gave an update on exhibits and programs calling attention to the Speak Truth to Power Exhibit in the Jewett Galley opening on December 12, the Caring for Creation program in the Koret on December 4th, the Book Arts and Special Collections lecture, "Ready when you are Mr. DeMille" in the Koret on December 7, an Evening of Mystery at the Noe Valley Branch on December 11th, and the very popular Book Appraisal Clinic in the Main Library's Skylight Gallery on December 14th. Chief of Branches Donna Corbeil then concluded the City Librarian's report with an update on the branch reorganization.

Public comment on AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public requested a written copy of the report on Prop. 14 allocations and suggested that there were serious policy implications with risk of a trap in developing branch library plans so as to meet Prop. 14 criteria. Additionally this person criticized use of library staff to sell discards at a book sale benefiting the Friends & Foundation. Mr. Peter Warfield expressed alarm at the selling of library discards and questioned every aspect of the proposal. Mr. Warfield also expressed concern with the impact of the Prop. 14 allocations on the Library's Branch Bond Program.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

In response to a question by Vice President Steiman, Roberto Esteves, Chief of Information and Resource Management discussed the Library's extensive redistribution program for materials removed from the collection and not wanted by other libraries. Such materials are then offered to a wide variety of community organizations with only those not wanted by anyone being considered for sale. Vice President Steiman noted that sale of discards was

The number of members of the public who spoke anonymously at this meeting. 1

common among libraries and it was good that any money received would be returned to the library. In response to questions by President Higueras, the City Librarian gave a more detailed overview of the fierce competition for Prop. 14 funds, noting that the Bond Board had a difficult time given the limited funds available. Ms. Hildreth noted that she believed the Richmond Branch application would be very competitive and that the Library was discussing opportunities for cooperative uses with the school district. President Higueras praised the Library staff's hard work and skillful presentation, citing the Excelsior video as example, of the Prop. 14 applications

In response to Commissioner Bautista's reservations about the sale of discards, the City Librarian explained that the Library had a City Attorney's opinion permitting the sale of discards and noted that all proceeds would be returned to the Library. In response to a query from Vice President Steiman, Ms. Hildreth discussed the likely reasons that the larger portion of the first Prop. 14 allocations had gone to Southern California libraries and reported that that situation had not gone unnoticed by the Bond Board members. In response to a question by President Higueras, Ms. Hildreth confirmed that clear notice of the reduction to what were normal public service hours would be provided to users of the nearby branches whose hours had increased while West Portal was closed. In answer to a question by President Higueras, Ms. Corbeil discussed how the staff was responding to the branch reorganization. In response to a query by Commissioner Bautista, Ms Corbeil noted that branch managers of large branches could now focus on managing their branch. President Higueras thanked Ms. Corbeil and noted that he looked forward to continued reports on the branches.

President Higueras called a brief recess at 5:46PM

Commissioner Chin left the meeting during the recess.

The meeting resumed at 6:00PM

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

(Explanatory document: FY 2003-04 Budget report

Library Finance Director George Nichols presented the Commissioners with a detailed report (copy attached) on the gloomy economic outlook and the projected $20 million shortfall in the City Budget. Mr. Nichols then outlined in great detail how in 2002/03 the Library proposed to address a minor imbalance in the current budget. The Library's Finance Director then presented an extensive update on the likely 2003/04 Library Budget highlighting factors beyond the Library's control, such as potential increases in COLAs negotiated by the city. Mr. Nichols then concluded his report with a brief recap and overview of the budget outlook.

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

Mr. Peter Warfield commented that the budget reports were not included in the agenda materials he received. Mr. Warfield commented that all such materials should be routinely provided.

Commissioner discussion of AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

Responding to questions by Commissioner Streets, Ms. Hildreth reported that the City's negotiating position was for no salary increases but that a salary freeze was only discussed as a possibility. Additionally Ms. Hildreth noted that keeping positions vacant could impact public service and informed Commissioners Streets that the Tool Lending Center was still included within the Library's baseline budget. Commissioner Streets indicated that the Tool Center remained at the top of the Commissioners' list of programs to be cut if reductions were needed. Vice President Steiman said that it was the Commissioners' preference that every effort be made to protect the books/materials budget and to keep PTAN (part time as needed) positions vital to maintaining public services.

AGENDA ITEM #5 NOMINATION OF COMMISSION OFFICERES FOR 2003

At President Higueras' request the Commission Secretary outlined the process for nomination of Commission officers. Commissioner Streets nominated Vice President Steiman for another term as Vice President in 2003 and Commissioner Streets nominated President Higueras to continue in office for 2003. No other nominations were offered.

Public comment on AGENDA ITEM #5 NOMINATION OF COMMISSION OFFICERES FOR 2003

An anonymous member of the public lauded the Commissioners' willingness to serve.

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Mr. Martín Gómez, Executive Director of the Friends & Foundation, briefed the Commissioners concerning recent and upcoming Friends & Foundation sponsored events such as the December 17th lecture by author Jonathan Franzen, inviting the Commissioners to attend a reception for the author prior to the lecture. Mr. Gómez reported on progress in getting the capital campaign for the branch libraries underway and informed the Commissioners that he would bring the plans before them for their review and endorsement.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #7 LABOR UNION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

President Higueras noted that it was his goal to complete all of the outstanding Commissioners' requests for agenda items during the next year and that efforts were underway to plan the meeting agendas accordingly. Commissioner Bautista called attention to addressing POE (Post Occupancy Evaluation) Report related issues such as Main Library signage and emergency systems. President Higueras noted that the Commission had been addressing a heavy workload of business and that the Commissioners had only one more year in office remained to complete its unfinished work.

Public comment on AGENDA ITEM #8 NEW BUSINESS

An anonymous member of the public commented that they had no seen such a list but that it was very important that when things are brought forward they be addressed. This person called attention to a request by Commissioner Bautista for accountability for the Fuhrman Fund.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public commented that they had provided the Commissioners with materials related to the new Glen Park Branch but the copies provided to the Commissioners cut off some of the material. This person again referred to Commissioner Bautista's request for a report on the Fuhrman Fund noting that if there was no accountability there would be no limits on how the funds are expended. This person suggested that Commissioner Bautista's rights to ask questions did not weigh against the influence of money. Ms. Maryanne Duke, Richmond resident, called the Commissioners attention to problems she found with the proposed staff work spaces in the redesigned branch. Mr. Peter Warfield thanked the Commissioners for giving books and staffing priority, noting they should be the last things cut. Mr. Warfield also inquired regarding the propriety of a Friends & Foundation solicitation letter signed by the City Librarian and wondered if user registration lists were used in the mailing

Commission discussion of AGENDA ITEM #9 PUBLIC COMMENT

President Higueras noted that the proposed redesign of the Richmond branch was a work in progress and Vice President Steiman requested that a report be made to the Commissioners concerning resolution of the staff space issue. Ms. Hildreth reported no library registration lists were used by the Friends & Foundation in support of its fundraising efforts for the Library.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Streets a that the meeting be adjourned.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)
The meeting was adjourned at 6:45PM

Michael Housh, Commission Secretary 1/8/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of December 3, 2002

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of December 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 1:
Approval of the Minutes: November 6, 2002

"Neither the minutes available to the public, nor minutes that were distributed to the commission included the citizen summaries even though they were delivered to the secretary last Friday.

The first item in these minutes is a glaring example of how something can be turned into nonsense when the minutes give none of the complication, or subtly of what is discussed.

A citizen named Sue Cauthen complained about an inclusion in the minutes. The comments were made by Peter Warfield, and he is free to do so.

What is not included is that Ms. Cauthen offered a letter. That letter attributed 'hearsay' to Peter Warfield. The decision of the commission was to attach Ms. Cauthen's letter and strike the comments of Peter Warfield. Surely this is a disservice to Peter Warfield. But none of this is included in the minutes."

Appendix A

Library Commission meeting of December 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 3, 2002

Item 2:
Richmond Branch Naming

"Mr. Milton Marks was a special individual who did quite a bit for libraries and I am grateful that Mrs. Marks acknowledged that this is a rare honor.

If rare is not too rare, Where do we go from here? There are already movements to name branches for Willie Brown and Walter Jebe. If we start down that road, I don't imagine that there are any criteria that would eliminate Diane Feinstein, Barbara Boxer, Quentin Kopp, Philip Burton, etc.

Certainly there are plenty of reasons to honor Milton Marks.

Some of my ambivalence comes from the fact that if we wait a few years and find that branch to be named the Richmond Pacific Bell Branch, I will look back and wish that I had championed Senator Marks a little more strongly.

I do feel that the naming of a branch library should be a little more rare than this."

Appendix A

Library Commission meeting of December 3, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 3, 2002

Item 3:
City Librarian's Report

"I hope that we will have the Prop. 14 report in writing so that we can more fully assess the policy implications. The idea that we need to place an emphasis on larger remodeling and an emphasis on sharing agreements with school districts has implications for us.

With regard to the monthly book sale, I can only pray that Ms. Hildreth mis-spoke herself. What I understood her to say was that the library staff are going to go out and help sell withdrawn and discarded materials from the library and the Foundation is going collect the money and keep the money. This is alarming and astounding. We might as easily have the library staff wash cars for donations to the Foundation.

We have quality information that people are able to borrow for free. Yet the staff is going to put their labor into discarded books and the Foundation will keep the money."

Appendix A

Library Commission meeting of December 3, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 5:
Nomination of Commission Officers for 2003

"I want to applaud the commissioners for being willing to serve and I hope it will be seriously regarded as a great honor to continue to serve.

I want to let you know that I appreciate your willingness to serve."

Appendix A

Library Commission meeting of December 3, 2002

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 3, 2002

Item 8:
New Business

"The list of past agenda items that need to be calendared is important and if true, I am gratified to hear that it exists.

I wonder why you believe it exists if you have not seen it. I have not seen it and I doubt that it exists.

It is important that when things are brought forward they get dealt with. It increases the work of the commission and it increases the work of the concerned public. Nevertheless, it is what we are here for, namely to deal with issues that were brought forward because someone thought they were important at the time and make sure that not only the items but the reasons why they were thought to be important are followed up.

I hope and pray that the accountability for the Fuhrman Fund will be on that list."

Appendix A

Library Commission meeting of December 3, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 3, 2002

Item 9:
Public Comment

"I sent you a letter this past month enclosing an 8½x14 sheet. What got conveyed to you was 8½x14 with a three-inch margin at the bottom. Why is it that mistakes which mean less information for the commission always get made?

Ms. Bautista has called for accountability with the Fuhrman Fund. One wonders if she will persist in calling for accountability when she is lambasted as a person who does not have a life, her concerns are, paraphrasing 'le mot de Coulter,' nonsense, and that she is nothing but a 'process junkie'?

I think she will not persist because if there is no accountability there are no limits on how that money can be used.

Ms. Bautista's right to the truth weighs on the scale against money exactly where my rights balance on that scale. This should scare her to death.

Therefore, it is you that are being intimidated, not me."

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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iarles A. Higueras, A.I.A.
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san Hildreth
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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows: This special meeting replaces the regular meeting scheduled to begin at 4PM.

DATE: Thursday, December 19, 2002
TIME: 2:00 PM NOTE DIFFERENT START TIME
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 21, 2002.
Explanatory document: draft Minutes

2. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none; regular *reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: none.
Explanatory documents: current Bond Program Budget and detailed schedules,

3. INGLESIDE PURCHASE & SALE AGREEMENT — ACTION
Presentation of and discussion of a proposed Purchase and Sale Agreement for the new Ingleside Branch Library.
Explanatory documents: summary of Purchase & Sale documents

4. LIBRARY IMPROVEMENT FUND REALLOCATION — ACTION
Presentation of, and discussion of and possible action to reallocate funds from the Library Improvement Fund for Main Library improvements.

5. INTERUM BRANCH LIBRARY SERVICES PLAN — ACTION
Presentation of and discussion of a plan to provide interim library services during periods when branch libraries are undergoing construction or renovation as part of the Branch Library Improvement Program.

6 PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. ADJOURNMENT (requires motion and public comment) ACTION

12/12/02 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic
devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary 1/9/01

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, December 19, 2002.

The San Francisco Public Library Commission held a special meeting on Thursday, December 19, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 2:16PM by President Higueras.

The following members were noted present: President Higueras and Commissioners Coulter, Streets, and Strobin. Vice President Steiman and Commission Chin were excused. Commissioner Bautista's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

An anonymous member of the public commented that the public comment summary statements were not properly included in the Minutes, that the Minutes lacked sufficient detail of the comments made, and that their lack of reporting of subjects discussed discouraged any motivation to listen to the recordings of meetings. Mr. Peter Warfield objected that explanatory documents were not mailed out with the agenda and found the Minutes lacking in specificity in a number of areas. Mr. Warfield particularly noted that the lack of any report of the discussion concerning providing substitute services in nearby branches and bookmobile services instead of case by case basis consideration of providing alternative library locations during branch library renovations

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

Deputy City Librarian Paul Underwood requested correction of the identification Art Commission staff member Judy Moran, who was misidentified as Julie Moran in the report concerning the proposed public artwork in the Mission Bay Branch Library.

MOTION: Commissioner Coulter, seconded by Commissioner Strobin, that the November 17, 2002 Minutes be approved as corrected.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Branch Library Improvement Bond Program Manager

began her report noting that there would be no informational presentation at the meeting, then outlined in detail her regular Budget, Schedule, Site Acquisitions,, Active Projects, and Community Outreach Reports (see attached report) The Bond Program Manager concluded her presentation by noting that there would be no special reports at this meeting.

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public inquired if the schedule reports were up to date, and noted that it had been announced at the Excelsior Branch Community meeting that there would be a design review session at this Commission meeting. This person expressed the hope that outreach would be made to inform those who might wish to attend such a session when it would be held. Ms. Sue Cauthen, member of the Council for Neighborhood Libraries, distributed a copy of a Marina Times article she had written concerning the responses to the community needs survey's for the Marina Branch. Ms. Cauthen reported that 78% of respondents requested more books.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to a question by Commissioner Coulter regarding neighborhood concerns with the loss of the supermarket, it was reported that use of the site for the new branch library was regarded as having greater importance in the community. In answer to questions from Commissioner Streets regarding the impact of the current economic difficulties on potential use of the new Mission Bay Branch, the Deputy City Librarian and Charlie Dunn, Real Estate Division, Department of Administrative Services, outlined proposed changes in office space uses in project and discussed the long-term positive outlook for the new neighborhood.

AGENDA ITEM #3 INGLESIDE PURCHASE & SALE AGREEMENT

Paul Underwood, Deputy City Librarian and Charlie Dunn, the Real Estate Division, Department of Administrative Services, provided the Commissioners with an overview of the proposed Purchase and Sale Agreement for 1298 Ocean Avenue for the new Ingleside Branch Library for $1.850 million, noting that the proposed purchase price was based on the Letter of Intent and that these costs were within funds available for this project. Mr. Dunn described in great detail the site at the corner of Plymouth and Ocean, suggesting that purchase of a larger property provided the Library with many options to gain additional value from the site. Mr. Dunn also clarified the site's toxics clean up and required clearances obtained by the current property owner. Mr. Underwood called attention to the benefits of having a new building based on an analysis of the neighborhood's needs and the existing building. Additionally, the Deputy City Librarian called attention to the option for

Number of members of the public who spoke anonymously at this meeting: 1

future expansion, a potential Prop. 14 (State Library Bond) application, and noted that use of interest that was accruing on the bonds already sold would more than cover the increase in site cost over initial estimate for this branch.

Public comment on AGENDA ITEM #3 INGLESIDE PURCHASE & SALE AGREEMENT

An anonymous member of the public suggested that this was a more positive project than others, but expressed concern about toxic clean up issues, indemnifying the property owner from further clean up liability, and the lack of a listed environmental report attached to Schedule 2 of the documents. Mr. Peter Warfield noted agreement with the previous speaker's remarks and expressed alarm at the cost of the property. Mr. Warfield also called attention to exceeding budget for this site, expressed concern at the lack of information concerning toxics, and found the proposed indemnification a blank check for the seller.

Commission discussion of AGENDA ITEM #3 INGLESIDE PURCHASE & SALE AGREEMENT

In response to questions by President Higueras, Mr., Dunn discussed in detail how fair market value was determined noting highest and best use, values per unit, and neighborhood variables as impacting prices. Mr. Dunn then extensively detailed the toxic clean up work done and clearances received by the seller, concluding that the site was clean for the uses the Library intended. In answer to questions by Commissioner Streets, Mr. Underwood addressed concerns about increased purchase prices adversely impacting the overall program budget and noted that site acquisitions were nearly complete at this early stage in the Bond program. President Higueras pointed out site acquisition was typically the most unpredictable variable in such projects. Commissioner Streets urged staff to be ever mindful of the unfilled $5 million gap in the program budget.

MOTION: by Commissioner Streets, seconded by Commission Strobin for approval of the proposed Purchase & Sale Agreement for the new Ingleside branch Library site.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #4 LIBRARY IMPROVEMENT FUND ALLOCATION

Deputy City Librarian Paul Underwood provided a detailed overview of the proposed reallocation of funds from the Library Improvement Fund to cover the costs for several POE (Post Occupancy Evaluation) Report related Main Library and 190-9th Street improvements (copy attached).

Public comment on AGENDA ITEM #4 LIBRARY IMPROVEMENT FUND ALLOCATION

An anonymous member of the public commented on the lack of availability of explanatory documents and inquired how these projects fit into proposals made in the POE. This person also noted that projects at 190-9th Street were to be funded

using library improvement funds earmarked for the Main. Mr. Peter Warfield criticized the lack of availability of explanatory documents and requested copies of the documents. Mr. Warfield suggested that these proposals marked a change in plans from the recommendations of the POE Report. Ms. Sue Cauthen recommended that explanatory documents be mailed out with the agenda and inquired concerning any relationship between funds in the Library Improvement Fund and Prop. E (Library Preservation Fund) funds. Ms. Cauthen expressed happiness that needed work was to be done at the Main Library.

Commissioner Bautista joined the meeting at 3:30PM

Commission discussion of AGENDA ITEM #4 LIBRARY IMPROVEMENT FUND ALLOCATION

President Higueras noted that copies of all of the explanatory documents were to be found in the public review binder located at the rear of the auditorium. Deputy City Attorney Catharine Barnes noted that such materials were available there as a courtesy to members of the public. Mr. Phil Sowers, Bureau of Architecture, Department of Public Works, then explained how the bids had been structured for these projects. In answer to questions by Commissioner Streets, the sources and permissible uses of funds in the Library Improvement Fund deriving from the Main Library Prop. A (1988) Bond and an errors and omissions settlement were distinguished from funds in the Library Preservation Fund (Prop. E 1994). It was noted that the funds for this project had been appropriated for use in the Main library by the Board of Supervisors and were the result of extensive staff review and recommendations. The Deputy City Librarian emphasized that Prop A (2000) funds could only be expended for Branch Library Improvement Bond Program uses. It was additionally noted that the $28 million figure in the POE Report covered a menu of possible changes in the Main Library but was not mandated blueprint for what the Library might actually do. In response to a question by Commissioner Coulter; Kathy Lawhun, Chief of the Main Library, explained why after consultation with SMWM, Main Library participating architects, similar but alternative choices were made for materials to be used in the Grove Street entry area.

MOTION: Commissioner Coulter, seconded by Commissioner Strobin, that the reallocation of funds from the Library Improvement Fund as clarified at $132, 592 be approved.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #5 INTERIM BRANCH LIBRARY SERVICES PLAN

Deputy City Librarian Paul Underwood gave a follow up presentation to his initial October 17th report on a proposed Interim Branch Library Services Plan (copy attached). Mr. Underwood outlined in detail the methodology used and called

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

attention to the constraints imposed by the $4.3 million total budget for all 24 projects in the bond program.

Public comment on AGENDA ITEM #5 INTERIM BRANCH LIBRARY SERVICES PLAN

An anonymous member of the public commented that there were explanatory documents concerning this item available to the Commission but not to other members of the public and that as the Deputy City Attorney had advised making these available was a courtesy, nothing prevented such courtesies. This person commented that the proposed plan was not what was promised and that temporary replacement branch locations were now only being considered where bookmobile services were considered to be unfeasible. Mr. Peter Warfield complained that the explanatory documents were not available and noted that there were lots of empty storefronts available for use as temporary branch library locations. Mr. Warfield suggested that their owners might donate such spaces for such use.

Commission discussion of AGENDA ITEM #5 INTERIM BRANCH LIBRARY

President Higueras noted that no promise of alternative service had been made and that there was no money in the bond program to pay for temporary locations. President Higueras also remarked that temporary loss of some services was a necessary trade off for the greatly improved services that would be provided at renovated branch libraries. The Deputy City Librarian reported that as the program unfolds that Library users would find more services available as the new branches and renovated branch libraries open. In response to a question by Commissioner Bautista, Mr. Underwood noted that the Library planed to use any bookmobiles acquired during the Bond Program to upgrade the aging fleet of bookmobiles in current use. Commissioner Bautista recommended that a plan be developed for subsequent use of any portable structures purchased and used during the branch Library Improvement Bond program. President Higueras pointed out that usable temporary locations that met city code requirements were not as easy to find and that portable structures were lees expensive. The Deputy City Librarian observed that the Library was committed to carefully evaluate all of the options available in meeting service needs during the Bond Program.

MOTION: Commissioner Coulter, seconded by Commissioner Strobin, that the proposed Interim Branch Library Services Plan be approved.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the continued a previous discussion of the Fuhrman Trust and their view of what was described as Martin Paley's model for Philanthropic Efficiency, which this speaker believed facilitated substitution of the

wishes of living trustees susceptible to the influence of those in power in place of specific directions of deceased gift donors. Ms. Deborah Nieman, Noe Valley Branch, suggested that specific plans for each branch be developed and noted that there was a yet not plan for her branch library. Mr. Peter Warfield complained concerning the lack of availability of explanatory documents. Additionally, Mr. Warfield criticized what he found to be a lack of attention to the library's collections and noted that users could not find many items because of too many carts of unshelved books he said were to be found throughout the Main Library. Mr. Charlie Dunn, library user and city employee, lauded the tremendous job being done by City Librarian Susan Hildreth. Mr. Dunn remarked that in his experience with many city departments, Ms. Hildreth was among the city's best department heads, who put in extraordinary hours on the job, listens, unfailingly carefully considered issues, and made wise foreword looking decisions.

Commission discussion of AGENDA ITEM #6 PUBLIC COMMENT

Commissioner Coulter noted that public comment should be encouraged but that irresponsible anonymous half-truths and inappropriate remarks should not go unanswered. Commissioner Coulter then gave a spirited rebuttal to the anonymous member of the public's critiques of the late Martin Paley, a well-regarded and extraordinary Californian, whose work the Commissioner noted had had nothing at all to do with the Fuhrman Fund.

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned in appreciation for all of the support and encouragement that the Commissioners, library staff, and members of the public had contributed in support of the Branch Library Improvement Program.

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

The meeting was adjourned at 4:18PM.

Michael Housh, Commission Secretary 12/30/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library Commission
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Thursday, December 19, 2002.
(As approved amended January 16, 2003)

The San Francisco Public Library Commission held a special meeting on Thursday, December 19, 2002 in the Koret Auditorium, Main Library.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting was called to order at 2:16PM by President Higueras.

The following members were noted present: President Higueras and Commissioners Coulter, Streets, and Strobin. Vice President Steiman and Commission Chin were excused. Commissioner Bautista's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

An anonymous member of the public commented that the public comment summary statements were not properly included in the Minutes, that the Minutes lacked sufficient detail of the comments made which discouraged any motivation to listen to the recordings of meetings. Mr. Peter Warfield objected that explanatory documents were not mailed out with the agenda and found the Minutes lacking in specificity in a number of areas. Mr. Warfield particularly noted the lack of any report of the discussion concerning providing substitute services in nearby branches

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

Deputy City Librarian Paul Underwood requested correction of the identification of Art Commission staff member Judy Moran, who was misidentified as Julie Moran in the report concerning the proposed public artwork in the Mission Bay Library.

MOTION: Commissioner Coulter, seconded by Commissioner Strobin, that the November 17, 2002 Minutes be approved as corrected.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Branch Library Improvement Bond Program Manager began her report noting that there would be no informational presentation at the meeting, then outlined in detail the regular Budget, Schedule, Site Acquisitions,, Active Projects, and Community Outreach Reports (see attached report) The Bond

Program Manager concluded her presentation by noting that there would be no special reports at this meeting.

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public noted that it had been announced at the Excelsior Branch Community meeting that there would be a design review session at this Commission meeting. This person expressed the hope that outreach would be made to inform those who might wish to attend such a session. Ms. Sue Cauthen, member of the Council for Neighborhood Libraries, distributed a copy of a Marina Times article she had written concerning the responses to the community needs survey's for the Marina Branch. Ms. Cauthen reported that 78% of respondents requested more books.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to a question by Commissioner Coulter regarding neighborhood concerns with the loss of the supermarket in Visitacion Valley, it was reported that use of the site for the new branch library was regarded as having greater importance in the community. In answer to questions from Commissioner Streets regarding the impact of the current economic difficulties on potential use of the new Mission Bay Branch, the Deputy City Librarian and Charlie Dunn, Real Estate Division, Department of Administrative Services, outlined proposed changes in office space uses in the project and discussed the long-term positive outlook for the new neighborhood.

AGENDA ITEM #3 INGLESIDE PURCHASE & SALE AGREEMENT

Paul Underwood, Deputy City Librarian and Charlie Dunn, the Real Estate Division, Department of Administrative Services, provided the Commissioners with an overview of the proposed Purchase and Sale Agreement for 1298 Ocean Avenue for the new Ingleside Branch Library for $1.850 million, noting that the proposed purchase price was based on the Letter of Intent and that these costs were within funds available for this project. Mr. Dunn described in detail the site at the corner of Plymouth and Ocean, suggesting that purchase of a larger property provided the Library with many options to gain additional value from the site. Mr. Dunn also clarified the site's toxics clean up and required clearances obtained by the current property owner. Mr. Underwood called attention to the benefits of having a new building based on an analysis of the neighborhood's needs and the existing building. Additionally, the Deputy City Librarian called attention to the option for future expansion, a potential Prop. 14 (State Library Bond) application, and noted that use of interest that was accruing on the bonds already sold would more than cover the increase in site cost over initial estimate for this branch.

Number of members of the public who spoke anonymously at this meeting: 1

Public comment on AGENDA ITEM #3 INGLESIDE PURCHASE & SALE AGREEMENT

An anonymous member of the public suggested that this was a more positive project than others, but expressed concern about toxic clean up issues, indemnifying the property owner from further clean up liability, and the lack of a listed environmental report attached to Schedule 2 of the documents. Mr. Peter Warfield noted agreement with the previous speaker's remarks and expressed alarm at the cost of the property. Mr. Warfield also called attention to exceeding budget for this site, expressed concern at the lack of information concerning toxics, and found the proposed indemnification troubling.

Commission discussion of AGENDA ITEM #3 INGLESIDE PURCHASE & SALE AGREEMENT

In response to questions by President Higueras, Mr. Dunn discussed in detail how fair market value was determined noting highest and best use, values per unit, and neighborhood variables as impacting prices. Mr. Dunn then extensively detailed the toxic clean up work done and clearances received by the seller, concluding that the site was clean for the uses the Library intended. In answer to questions by Commissioner Streets, Mr. Underwood addressed concerns about increased purchase prices adversely impacting the overall program budget and noted that site acquisitions were nearly complete at this early stage in the Bond program. President Higueras pointed out site acquisition was typically the most unpredictable variable in such projects. Commissioner Streets urged staff to be ever mindful of the unfilled $5 million gap in the program budget.

MOTION: by Commissioner Streets, seconded by Commission Strobin for approval of the proposed Purchase & Sale Agreement for the new Ingleside Branch Library site.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #4 LIBRARY IMPROVEMENT FUND ALLOCATION

Deputy City Librarian Paul Underwood provided a detailed overview of the proposed reallocation of funds from the Library Improvement Fund to cover the costs for several Phase I POE (Post Occupancy Evaluation) Report related projects for the Main Library.

Public comment on AGENDA ITEM #4 LIBRARY IMPROVEMENT FUND ALLOCATION

An anonymous member of the public commented on the lack of availability of explanatory documents and inquired how these projects fit into proposals made in the POE. This person also noted that projects at 190-9th Street were to be funded using library improvement funds earmarked for the Main. Mr. Peter Warfield criticized the lack of availability of explanatory documents and requested copies of the documents. Mr. Warfield suggested that these proposals marked a change in plans from the recommendations of the POE Report. Ms. Sue Cauthen recommended that explanatory documents be mailed out with the agenda and inquired concerning any relationship between funds in the Library Improvement Fund and Prop. E (Library Preservation Fund) funds. Ms. Cauthen expressed happiness that needed work was to be done at the Main Library.

Commissioner Bautista joined the meeting at 3:30PM

Commission discussion of AGENDA ITEM #4 LIBRARY IMPROVEMENT FUND ALLOCATION

President Higueras noted that copies of all of the explanatory documents were to be found in the public review binder located at the rear of the auditorium. Deputy City Attorney Catharine Barnes noted that such materials were available there as a courtesy to members of the public. Mr. Phil Sowers, Bureau of Architecture, Department of Public Works, then explained how the bids had been structured for these projects. In answer to questions by Commissioner Streets, the sources and permissible uses of funds in the Library Improvement Fund deriving from the Main Library Prop. A (1988) Bond and an errors and omissions settlement were distinguished from funds in the Library Preservation Fund (Prop. E 1994). It was noted that the funds for this project had been appropriated for use in the Main library by the Board of Supervisors and were the result of extensive staff review and recommendations. The Deputy City Librarian emphasized that Prop A (2000) funds could only be expended for Branch Library Improvement Bond Program uses. It was additionally noted that the $28 million figure in the POE Report covered a menu of possible changes in the Main Library but was not a mandated blueprint for what the Library might actually do. In response to a question by Commissioner Coulter; Kathy Lawhun, Chief of the Main Library, explained why after consultation with SMWM, Main Library associate architect, that similar but alternative choices were made for some of the materials to be used in the Grove Street entry area.

MOTION: Commissioner Coulter, seconded by Commissioner Strobin, that the reallocation of funds from the Library Improvement Fund as clarified at $132, 592 be approved.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #5 INTERIM BRANCH LIBRARY SERVICES PLAN

Deputy City Librarian Paul Underwood gave a follow up presentation to his initial October 17th report on a proposed Interim Branch Library Services Plan (copy attached). Mr. Underwood outlined in detail the methodology used and called attention to the constraints imposed by the $4.3 million total budget for all 24 projects in the Bond Program.

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #5 INTERIM BRANCH LIBRARY SERVICES PLAN

An anonymous member of the public commented that there were explanatory documents concerning this item available to the Commission but not to other members of the public. This person commented that the proposed plan was not what was promised and that temporary replacement branch locations were now only being considered where bookmobile services were considered to be unfeasible. Mr. Peter Warfield complained that the explanatory documents were not available and noted that there were lots of empty storefronts available for use as temporary branch library locations. Mr. Warfield suggested that their owners might donate such spaces for such use.

Commission discussion of AGENDA ITEM #5 INTERIM BRANCH LIBRARY

President Higueras noted that no promise of alternative service had been made and that there was no money in the bond program to pay for temporary locations at all branches. President Higueras also remarked that temporary loss of some branch services was a necessary trade off for the greatly improved services that would be provided at renovated branch libraries. The Deputy City Librarian reported that as the program unfolds that Library users would find more services available as the new branches and renovated branch libraries open. In response to a question by Commissioner Bautista, Mr. Underwood noted that the Library planned to use any bookmobiles acquired during the Bond Program to upgrade the aging fleet of bookmobiles in current use. Commissioner Bautista recommended that a plan be developed for subsequent use of any portable structures purchased and used during the Branch Library Improvement Bond program. President Higueras pointed out that usable temporary locations that met city code requirements were not as easy to find and that portable structures were less expensive. The Deputy City Librarian observed that the Library was committed to carefully evaluate all of the options available in meeting service needs during the Bond Program.

MOTION: Commissioner Coulter, seconded by Commissioner Strobin, that the proposed Interim Branch Library Services Plan be approved.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public continued a previous discussion of the Fuhrman Trust and their view of what was described as Martin Paley's model for Philanthropic Efficiency, which this speaker believed facilitated substitution of the wishes of living trustees susceptible to the influence of those in power in place of specific directions of deceased gift donors. Ms. Deborah Nieman, Noe Valley Branch, suggested that specific plans for each branch for interim library services be developed and noted that there was yet no plan for her branch library. Mr. Peter Warfield complained concerning the lack of availability of explanatory documents. Additionally, Mr. Warfield criticized what he found to be a lack of attention to the library's collections and noted that users could not find many items because of too many carts of unshelved books he said were to be found throughout the Main Library. Mr. Charlie Dunn, library user and city employee, lauded the tremendous job being done by City Librarian Susan Hildreth. Mr. Dunn remarked that in his experience with many city departments, Ms. Hildreth was among the city's best department heads, who put in extraordinary hours on the job, listens, unfailingly carefully considered issues, and made wise foreword looking decisions.

Commission discussion of AGENDA ITEM #6 PUBLIC COMMENT

Commissioner Coulter noted that public comment should be encouraged but that irresponsible anonymous half-truths and inappropriate remarks should not go unanswered. Commissioner Coulter then gave a spirited rebuttal to the anonymous member of the public's critiques of Martin Paley, whose work the Commissioner noted had had nothing at all to do with the Fuhrman Fund.

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned at President Higueras' suggestion in appreciation for all of the support and encouragement that the Commissioners, library staff, and members of the public had contributed in support of the Branch Library Improvement Program.

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Streets, and Strobin)

The meeting was adjourned at 4:18PM.

Michael Housh, Commission Secretary 12/30/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 19, 2002

Item 1:
Approval of the Minutes: November 21, 2002

"In my day it would have been difficult to obtain a quorum this close to Christmas, much less on a very forbidding Thursday afternoon, so thanks for your attendance.

I want to make my usual complaints about the handling of the citizen summaries. What the laws says is that they should be included. You have decided that included means appended and appended means somewhere distributed in a loose fashion.

The minutes wax and wane and this is obviously a waning period. As examples, from page one there is the phrase 'eviscerated the meaning' and from page three, 'significant amounts of information.'

What use to be said to high school students who didn't do their homework was, 'you are only cheating yourself.'

To leave completely out the subjects of what was being discussed does not even motivate someone to listen to the tape if they are interested."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 19, 2002

Item 2:
Bond Program Manager's Report

"There was a reference to detailed schedule reports and the ones in front of me are dated June 20, 2002. I wonder if those the most up-to-date reports.

At the Excelsior meeting that I attended, the neighbors were told that the design review panel would be this afternoon.

I hope there will be suitable outreach to those people who couldn't come to this meeting and probably think they missed. It is important that people attend. People were assured that the commission was receptive to their comments.

I hope that was not a misrepresentation and that there will be suitable outreach to make sure that those people can come."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 19, 2002

Item 3:
Ingleside Purchase & Sale Agreement

"At first blush, this is a more positive project that the others. At least we are spending millions of dollars to make Catellus Corporation look good, nor are we on the second floor above a grocery store development put together by politically connected people.

This is a situation where we own it and we are going to control it.

The first thing that makes us cautious is that we are buying an old garage and attached automobile wreaking yard. Not only that, we are indemnifying the seller from any liability from environmental hazards and toxic cleanup.

If you look at the contract it says that there are environmental reports attached as Schedule 2. Yet there is no schedule 2. Schedule 1 references the names of reports but not the reports themselves.

I would like to see the reports, if only to be assured that my representatives are doing their due diligence."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 19, 2002

Item 4:
Library Improvement Fund Reallocation

"This agenda item lists no explanatory documents. Yet, an explanatory document is available to you and I. Apparently it is not available to other members of the public.

If I was not here, a concerned member of the public would have no knowledge that you are looking at a memorandum dated two days ago which is an explanatory document for this item. To be fully informed a member of the public should have it in front of them.

Having just seen this, two things leap out. The POE specified a whole raft of things that needed to be done to make this building work correctly. How do these piecemeal projects fit into that overall goal?

In the section on future allocations there is at least the implication that you are going to use some of the library improvement funds that are earmarked for the Main for 190 Ninth Street."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 19, 2002

Item 5:
Interim Branch Library Services Plan

"This agenda item lists no explanatory documents, although there are explanatory document available to you and I, but not to members of the public.

You are advised by your deputy city attorney, providing documents is not required and is 'only a courtesy.' But there is nothing preventing you from being courteous.

I am glad you have ratified my perception that you are not going to treat people fairly unless you are sued. But that is your choice.

This ratifies the point I tried to make earlier. The status you are giving to considering temporary locations is not what people expected. Nor is it fair or reasonable. The methodology that you have laid out is to only consider temporary locations when you have determined that bookmobile service is 'infeasible.'

On its face, this is preposterous. If you found temporary locations that were convenient and accessible, I believe you would use them."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 19, 2002

Item 6:
Public Comment

"I have spoken about the Fuhrman Fund several times. By now you should have a picture of a man without heirs who gave money with very specific requirements regarding its use.

On the other hand, we have Martin Paley with his theory of philanthropic efficiency.

A comparable gift is that of James Hormel who also gave his money with specific provisions.

Mr. Paley went to the California State Legislature and got the primary provisions of his principles of philanthropic efficiency through the state legislature. The reason for his success is that power is taken from the giver and transferred to living administrators who can use the influence that comes from the power to make discretionary decisions.

The point is that we did not go to James Hormel and tell him that we are the ones who are in the forefront of making sure that his specifications can be ignored."

Library Commission

December 19, 2002

1. Approval of 11/21/02 Minutes

Explanatory document available:

Draft Minutes

2. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

Budget Report

Explanatory document available:

Current Budget Report

dated 12/19/02

Budget Report

- Recap:
  10-10-01 Baseline Budget established
  12-20-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve (reduced all projects 5%)
  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  TODAY- No changes

Schedule Report

Explanatory documents available:
New Construction Detailed Schedule
Phases 1-5 Detailed Schedules
dated 6/20/02

Schedule Report

- Recap:
  10-10-01 Baseline Schedule established
  12-20-01 Glen Park moved up to match Developer's schedule
  01-17-02 Detailed schedules for Phases 1-2 issued
  02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRA schedule
  03-21-02 Detailed schedules for all Phases issued
  04-18-02 Recommended continuing EXC, RIC, NOB in lieu of waiting for State grant determinations
  06-20-02 Adjusted projects for geographic distribution
  TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina
- Parkside
- Other Issues:
  - RFQ's for Professional Services

Community Outreach Update

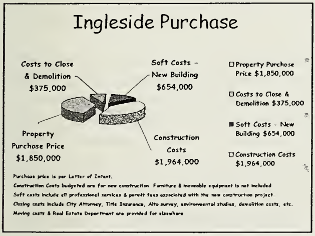
- Library sponsored meetings:
  1/8 Branch Library Improvement Program Advisory Committee
  1/18 Ingleside Community Meeting (flyer to be issued soon)
  1/18 Portola Community Meeting (flyer to be issued soon)
  2/14 Richmond Artist Selection Panel
- Library invited as guest:
  12/12 Friends of Noe Valley
  12/12 Moscone Recreation Center Presentation
- Web Site
- Newsletter

Special Reports

There are no special reports this month.

3. Ingleside Purchase & Sale Agreement

Ingleside Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included

Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Alta survey, environmental studies, demolition costs, etc.

Moving costs & Real Estate Department are provided for elsewhere

Ingleside Purchase

	Original Budget	Proposed
Property Costs	$1,125,000	$1,850,000
Closing & Demo Costs	645,000	375,000
Soft Costs	654,000	654,000
Construction Costs	1,964,000	1,964,000
PROJECT COST	$4,388,000	$4,843,000
DIFFERENCE		($455,000)

4. Library Improvement Fund Reallocation

5. Interim Branch Library Services Plan

6. Public Comment

7. Adjournment

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum
To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Library Improvement Fund Reallocation
Phase I Improvements to the Main Library
Date: December 17, 2002

Background

On September 19, 2002, we reviewed with you the POE project activity and funding allocations (please see attached report), including Phase I improvements to the Main Library. These improvements include the following: re-engineer loading dock, repair seismic joint, repair fire doors, upgrade public address and audio-visual systems, repair public elevators, renovate Hyde St. entrance, replace damaged table tops, replace 6th floor lockers and Grove St. entrance bench with display cases and make miscellaneous repairs to walls, exterior granite and lights.

We reported that we had received only one bid for Phase I Improvements (CDX Builders, Inc.) which was significantly higher than the estimated cost. We were unable to successfully negotiate with that bidder; and, with the assistance of Philip Sowers, Project Manager, Bureau of Architecture (BOA), were able to resubmit this project to three new contractors. We received two proposals from this process; one was found to be non-responsive (Schram) and one was higher than estimated, but we have negotiated with that contractor (Trico Construction) and recommend that the City enter into a contract with Trico Construction for Phase I improvements. The September report stated that we anticipated needing $160,000 - $185,000 above the available funds; and we actually will need $132,592 above the available funds.

Funds Needed

A comparison of available funds, project costs and funds required for completion is shown below:

	Available funds	Project costs	Funds to complete
Construction*	$843,858	$958,607**	$114,749
Contingency	$7,157	$25,000	$17,843
BOA	$277,967	$277,967	-0-
Total	$1,128,982	$1,261,574	$132,592

* Available funds include $747,425 construction and $96,433 construction contingency

** Bid specifications required an allowance of $147,300. Trico's estimate for all the work is $27,545 below the allowance. That difference will be returned to the City through a change order and held for contingency for the project.

Signage Revisions	Signage consultant has developed prototypes to be shown to Commission in October. Fabrication specs and cost estimates expected in November 2002. Fabrication must be bid; work expected to occur in mid-2003.	\$50,000 appropriated as part of Phase I work in 2000/01 for consultant services. \$350,000 appropriated in 2001/02 for sign fabrication. May need some funds in addition to \$350,000 appropriation.
Technical Services Reconfiguration for public space	Staff taskforce being assembled to begin planning this project. Collections to be relocated to 1st floor have been identified. Timing is dependent on Technical Services relocation. Area may be used for staff and/or circulation desk functions while Borrower's Services area is reconfigured, before modifications are done to this area.	\$1,890,000 estimated for expansion of 1st floor for public space. No funds are appropriated for this project currently.
Second Floor Bridge	Construction of bridge is not being planned at this time. Improved signage should mitigate need for this project.	\$810,000 appropriated in 2001/02 for this project.

I do not anticipate using the \$810,000 currently appropriated for bridge construction for that project. In order to support current projects, those funds should be reallocated as follows:

\$25-\$50,000	Completion of Phase I projects
\$50-\$100,000	Increased funding for signage revisions
\$200,000-\$250,000	Loading dock/ other tenant improvements – 190 9th St.
\$410,000	Funding for 1st floor reconfiguration – Borrower's Services and Technical Services for public use
\$810,000	Total

Please note that, although the Commission has made POE modifications a priority for the Library Improvement Fund, these funds can be used for any library project, including the 190 9th St. facility. Currently, there is an unappropriated balance of \$1.1 million in the Library Improvement Fund.

The relocation of Technical Services is critical to the effective reconfiguration of the first floor of the Main Library. Allocating some funding for tenant improvements for 190 9th St. will facilitate the Technical Services relocation and allow the Library to move forward on planning for 1st floor improvements in the Main.

We are beginning to work on detailed design for the Borrower's Services reconfiguration and just beginning to plan for the reconfiguration of Technical Services area. The cost estimates with which we are working were done as part of the Post Occupancy Evaluation in 2000 and should be updated with current costs and detailed plans. We will obtain updated cost estimates for 1st floor improvements and prepare a funding plan for these improvements which we will share with the Commission as soon as possible. We anticipate appropriating the remaining $1.1 million of the Library Improvement Fund in the 2003/04 budget.

POE PROJECT FUNDING STATUS – 9/19/02

Project	Appropriated	Expended	Needed to complete	Notes
Phase I improvements	$1,408,983 – 00/01	$230,000 for radio repeater system, BOA design fees	$160,00 - $185,000 above appropriation	Received one bid, negotiating with bidder currently
Signage revisions				
Design	$50,000 – in Phase I	$50,000 encumbered		Effective signage should mitigate need for some building modifications
Fabrication	$350,000 – 01/02		May need $50,000 - $100,000 above appropriation	
Borrowers' Services reconfiguration	$1,822,500 - 01/02	BOA design fees	Detailed cost estimate being developed	Timeline dependent on Tech Services relocation
1st Floor reconfiguration	None	Staff taskforce being established	$1,890,000 estimated in POE	Timeline dependent on Tech Serv. relocation/Borrowers' Services reconfig.
Second floor bridge	$810,000 – 01/02	None	May not proceed with this project	New signage should mitigate need for bridge
Modifications – 190 9th for Tech Serv.	None	None	$250,000 – loading dock	Relocation of Tech Services will facilitate Main modifications

Philip Sowers reports that the increase in projects costs over BOA's estimates is directly related to seismic joint repairs. Most estimates for these repairs came in at least $150,000 over the BOA initial estimate of $151,455. Trico initially estimated $350,000 and, after negotiation and clarification of scope, the estimate has been reduced to $260,000. Most other Phase I projects have come in very close to BOA estimates.

Funds to be Reallocated

In 1999/00, the Board of Supervisors approved $1,408,983 for Phase I improvements in the Main Library. All these funds are being used to support these improvements, including $50,000 for a signage consultant and $230,000 for a radio repeater system, which has been installed.

In 2000/01, $2,982,500 was appropriated for three major projects at the Main Library. These are as follows:

1st Floor Borrowers' Services	$1,822,500
2nd Floor Bridge	$810,000
Signage Fabrication	$350,000

Due to planned reutilization of 1st floor space based on the relocation of Technical Services to 190 9th St. and architectural and operational considerations, we are not recommending the development of the 2nd floor bridge. We are recommending that the $132,952 needed for completion of the Phase I improvements be reallocated from its initial programmed use for the 2nd floor bridge construction to the completion of the Phase I improvements. We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

Future Reallocations

We had hoped that we would be able to present a proposed reallocation of funds to support new signage fabrication for the Main Library, but we will not have that final cost estimate until late January. Upon review of this information, if we find that additional funds are required beyond the currently available $350,000, we will bring a recommendation for reallocation for your consideration in February 2003.

We also anticipate bringing a recommendation regarding required modifications for 190 9th St. early next year. The construction of a loading dock is the most critical modification; and the Bureau of Architecture is developing costs estimates for that now.

Library Improvement Fund

Most of these improvements are being funded through the Library Improvement Fund, although $1,065,000 for Phase I improvements came from unanticipated property tax revenue in the Library Preservation Fund. The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future projects for the Main Library, particularly completion of 1st floor improvements upon relocation of Technical Services.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: POE Project Activity and Funding Allocations

Date: September 19, 2002

We reviewed the status, timeline and estimated cost of all projects recommended in the Post Occupancy Evaluation in December 2001. Since that time, we have more specific knowledge on many of these projects. I would like to review POE project activity and funding allocations with this new information.

Project	Status	Funding
Phase I Improvements • Seismic joint repair • Hyde St. door • Elevator finishes • Loading dock • Other miscellaneous projects	Put out to bid summer 2002. One bid received which is $200,000 over estimate. In negotiations with potential contractor to revise project scope to meet budget. Work to occur in early 2003.	$1,549,886 appropriated in 2000/01 for these projects. With use of project reserve of $140,000, estimate that $25,000 - $50,000 may be needed to complete all projects.
Borrower's Services Reconfiguration	Conceptual design work completed, shown to Commission November 2001. Detailed design work in process, working with ergonomic consultant on workstation/desk design. Timing is dependent on Technical Services relocation. Work estimated to occur in 2004.	$1,822,000 appropriated in 2001/02 for this project.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Interim Branch Library Services Plan

DATE: December 15, 2002

Background

At the October 17, 2002 Library Commission Meeting, an informational presentation was made outlining various service options to provide library services during construction phases of the Branch Library Bond Program. The presentation included discussion of the following:

Strategy

The overall strategy for the provision of interim library services incorporates:

- Providing access to library services during the ten year build-out of the Branch Library Improvement Program, while maintaining fiscal responsibility and achieving the overall goal of the program;
- Ameliorating the impact of closures on a geographic basis so that no one area of the City is unnecessarily impacted; and
- Determining appropriate options will be based on analysis of key library service concerns including, but not limited to, geographic location, proximity to other branches, public transportation, etc.

Service options

- *Bookmobile service*
  Days of the week and frequency to be determined on a case-by-case basis.

- *Extended hours at nearby branch libraries*
  Similar to the approach the Library used for the recent closure of West Portal: Opened Merced on Mondays, and Parkside on Sundays during the period of closure.

- *Housing unique or special collections temporarily at another branch library*
  Such as the Gay and Lesbian collection at Eureka Valley moved to a nearby branch; Vietnamese, Chinese language collections moved to a nearby branch.

- *Partnering with local schools, churches, community centers, etc for locations to hold library programs and events*
  Such as holding the Summer Reading Program events or other children's programming at a local community center; homework help at a local school.

- *Scheduling special visits by the Children's Bookmobile*
  Such as performers using the Children's Bookmobile at a location near the closed branch library; the Children's Bookmobile bringing special needs collection to a closed site on a rotating basis.

Temporary Structures

Library Administration recommended that the use of temporary structures not be considered as part of the provision of alternate library services due to the:

- Difficulty in acquiring a temporary location within the service area of any particular branch library;
- Cost of upgrading any facility to accommodate library service needs;
- Ongoing cost of operating a temporary structure;
- Loss to the City and the Library upon leaving a temporary facility – expensive improvements for a limited use of 12 to 18 months is not cost effective; and
- Desire to maintain the construction schedule and manage the budget effectively

Budget Considerations

The budget for moving and relocation is $4.3 million for all 24 projects.

- It is estimated that, on average, $50,000 will be needed for moving costs per project. This totals $1.2 million, plus 15% contingency bringing the total to $1,380,000.
- Purchase of used bookmobiles to provide library service is estimated at $400,000 per vehicle.
- Storage of materials includes using Brooks Hall and the Presidio Branch Library as the first locations to store materials. The Library will be able to hold several complete branch library collections in these combined locations. If needed, rental space would be used. $520,000 was proposed to be set aside for rental space.

Example: Excelsior Branch Library

Excelsior will be the first branch library closed, probably in September 2003. The branch is scheduled to open in September 2004. Currently, Excelsior operates seven days per week.

A scenario was given as an example of what interim services might look like for Excelsior:

- Nearby branch libraries include Bernal Heights, Glen Park, Ingleside, Mission and Portola;
- Excelsior and Glen Park are both on MUNI lines 44 and 52;
- Excelsior and Mission are both located on Mission Street, with excellent public transit available;
- Mission is also open seven days per week;
- Bernal Heights could be opened on Mondays from 1:00 – 9:00 (currently Bernal is closed on Mondays); Sundays from 1:00 – 5:00 (currently Bernal is closed on Sundays); and increase Wednesday hours from 1:00 – 9:00 to a new schedule of 10:00 – 9:00;
- Bookmobile service could be provided near the closed branch on Tuesdays, Thursdays and Saturdays;
- Children's Bookmobile could make special program visits;
- The Excelsior Branch Manager would develop partnerships with local schools, churches, community centers, etc. to continue library programming during closure;
- The Filipiniana collected is relocated to Bernal Heights.

Analysis

At the close of the October 17th presentation, the Library Commission directed staff to continue to explore alternate service options and return to the Commission with recommendations.

Determining appropriate options will be based on analysis of key library service concerns including, but not limited to, geographic location, proximity to other branches, public transportation, etc. The relocation and moving strategy is to provide access to library services during the ten year build-out of the Branch Library Improvement Program, while maintaining fiscal responsibility and achieving the overall goal of the program, that of making the buildings seismically safe, ADA compliant, and technologically staged for present and future library service needs.

The budget for relocation and moving for the 24 projects was established at $4.3 million. This amount is far less than what would be required if all projects needed an interim physical location. The establishment of the budget at $4.3 million was a conscious decision made by the Library Commission that not every project would need an interim physical location.

The outcome of more detailed investigation and analysis has resulted in a priority due diligence methodology to select the most appropriate interim library service approach on a case-by-case basis.

Each project will be evaluated in the following order:

1. Evaluation of geographic location of the community within the City (is it a more isolated area?), proximity to nearby branch libraries, access to public transit, etc.

    - If the branch is close to another branch library, is on mass transit lines, etc., then extending hours at nearby branches and housing any unique or special collections temporarily at another branch library will be the interim service provided.

    - If the branch does not meet that criteria, then evaluation moves to the second step, that of incorporating Bookmobile Service.

2. Evaluation at step two includes the feasibility and appropriateness of Bookmobile Service, including extending hours at nearby branch libraries, housing unique or special collections temporarily at another branch library, partnering with local schools, churches, community centers, etc. for locations to hold library programs and events, and scheduling special visits by the Children's Bookmobile. A Bookmobile Service schedule may either be stationary near a closed branch, or operate on a regular schedule. If the outcome of analysis of this step for a given project indicates that step two is not feasible, then evaluation moves to the third and final step.

3. Temporary/Portable Structures; Store fronts or other suitable structures. Selection of a temporary physical location includes feasibility criteria including, but not limited to:

    - Temporary/Portable -- requires a suitable size of property with appropriate street and pedestrian access, permits, load limit for book stacks of 150 lbs per square foot, ADA compliance, telecom and electrical connections.

    - Store fronts or other suitable structures -- requires appropriate street and pedestrian access, ground floor location is strongly preferred, load limit for book stacks of 150 lbs per square foot, ADA and seismic code compliance, appropriate telecom and electrical capacity, as well as appropriate lighting and heating.

Budget

Library staff estimated that up to eight projects might meet Step 3 criteria, up to eleven projects at Step 1 or Step 2, and five projects will not need interim library service, as follows:

Leased Branch Libraries and Mission Bay Branch:	
▪ No interim library service needed	
▪ Moving and related costs for 5 new facilities at $50,000 each	$250,000
Renovations for 11 projects	
▪ Step 1 or Step 2 selected as the interim service	
▪ Moving costs for 11 renovations at $50,000 each	550,000
Eight Projects selected for Step 3	
▪ $312,500 average each	2,500,000
▪ Examples of costs incorporated in the $312,500 include rent, moving collections/furniture, code compliance, moving and installation of portable (if selected), permits, ADA compliance, etc. depending on type of temporary facility selected, etc.	
Two Bookmobiles for use during the 10 year bond program at $400,000 each	800,000
Purchase of 2 portables for use during the 10 year bond program at $100,000 each	$200,000
Total	**$4,300,000**

Recommendation

Library Administration recommends Commission approval of the priority due diligence methodology, outlined above, to select the most appropriate interim library service approach on a case-by-case basis. The Library will engage each neighborhood, as part of the Library's due diligence, in determining the most appropriate outcome.

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